

## APPENDIX XII.

*Forms of Indents used by the Stationery Office, Bombay.*

- No. I—Annual indent form for stationery articles.
- No. II—Supplementary indent form for stationery articles.
- No. III—Annual indent form for stationery for subordinate officers such as Police Inspectors, Sub-Auditors, Co-operative Societies and Inspectors of Weights, etc.
- No. IV—Annual indent form for drawing materials.
- No. V—Annual indent form for drawing materials (for schools).
- No. VI—Indent form for peons' clothing and liveries.
- No. VII—Indent form for cloth for covering tables.
- No. VIII—Indent form for Bicycle accessories.
- No. IX—Annual indent form for stationery for chargeable Officers.
- No. X—Model indent form for stationery.
- No. XI—Annual indent form for standard forms and envelopes (outer).
- No. XII—Annual indent form for standard forms and envelopes (inner).

The Stationery Office Registered  
No. fixed for your office \_\_\_\_\_

Budget Head to which the cost of  
the Indent is debitable \_\_\_\_\_

**Form of Annual Indent and Advice Note (Receipt) for Stationery required  
for the office of the \_\_\_\_\_ for the year 194 . 194 .**

The last supply was asked for in this office indent No. \_\_\_\_\_ dated \_\_\_\_\_ 194  
and was received. *vide* ADVICE NOTE No. \_\_\_\_\_

**Numerical strength of the office establishment using the stationery**

No.

Head of the Office .. .. .	_____
Principal Assistants .. .. .	_____
Clerks .. .. .	_____
Bailiffs (Judicial Department) .. .. .	_____
Muster and Outdoor Clerks (P. W. D.) .. .. .	_____
Teachers (Educational Department) .. .. .	_____
Gate-keepers and Circle Amaldars (Jail Department) .. .. .	_____
Compounders, Nurses and Sub-Assistant Surgeons (Medical Department) .. .. .	_____
Other staff using stationery .. .. .	_____

**Total number of hands** .. .. .

*N.B.*—For use by the Stationery Office—

- The demand is in excess of the prescribed scale.
- The demand is above the quantity sanctioned in the model indent.
- The demand appears to be high though within the quantity sanctioned in the model indent.
- Articles lasting for a number of years are supplied every year according to the fixed percentage.
- The article is not stocked at the Stationery Office.
- The purpose for which the article is required has not been stated.
- A sample may be furnished to guide the supply.

**Instructions by the Indenting Officer for packing and despatch of the supply**

- To be booked to \_\_\_\_\_  
at Station \_\_\_\_\_ District \_\_\_\_\_  
c/o \_\_\_\_\_
- By seaport to \_\_\_\_\_  
By Rail—Station to \_\_\_\_\_  
By Post to \_\_\_\_\_

No.

of 194 -194

Dated

194

**CERTIFIED** that I have personally examined and checked the balances shown within and that the quantities now asked for are essential for use during the year.

2. Instructions issued in the Stationery Office General Memo. I, dated 15th March 1928, have also been carefully attended to while preparing this indent.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

**ISSUE**

for Superintendent,  
Government Printing and Stationery,  
Bombay.

## INSTRUCTIONS.

In order to avoid waste, and to exercise a check, on the use of stationery, this form (Spl.—Stnry. 2) has been so prepared as to be useful for both the purposes, viz., (1) Maintenance of the regular account of Receipts and Issues of articles and (2) Preparation of the Indent and Advice Note (Receipt) for the articles required annually.

One copy of this form should be sufficient for each office for a year. It is not necessary to keep account by branches in an office. Quantities received should be shown under receipts and quantities issued should be recorded similarly under issues for which 12 lines (one line for each month) have been provided. The monthly issues to be recorded in this book are the total quantities issued to branches as recorded on standard form No. Gen. 157e.

Months have been fixed by this office in which each officer's indent is due. In order to remind the officer of the due date one form will be sent to him a month before that date. On receipt of this form, the total of the issues should be taken and the balance struck off. This finishes the indenting Officer's work with the old form Gen. 158. After the book balance is thus struck the other columns, viz. (1) Quantity sanctioned in the model indent, (2) Quantity actually found in stock, and (3) Quantity required, should be filled in carefully. After this is done the quantity found in stock and included in the column (2) referred to above should be shown on the first line, in the new form to be maintained for the next year, against Balance (under Receipt) and this completed combined form should be forwarded to the office of the Superintendent, Government Printing and Stationery to serve as Indent for compliance. That office will then, if necessary, check the entries contained in it and proceed to issue the articles. The combined form will then be sent, with the articles, to the indenting Officer and should be returned to the Stationery Office after (1) checking the stock received with the quantities advised, (2) recording the actual quantities received in the Register under receipts and (3) signing the form in the proper place in token of having received the supply correctly.

		PAPER							
		MONTH		Badami, 6 lb. 13½" × 8½"		Badami, 12 lb. 17" × 13½"		Badami Quarto, 8½" × 6½"	
				1		2		3	
				Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
Receipt.									
1. Balance ..									
2. Receipt ..									
3. Receipt ..									
Total ..									
Issues.									
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12									
Total ..									
Balance ..									
Quantity sanctioned in Model Indent.									
Quantity actually in stock ..									
Quantity required ..									
Quantity passed by Stationery Office.									
Reasons for curtailments (Vide N. B. on Page 1)									
Value		Rs.	a.	P.					

N.B.—Articles encircled ○ are at present out of stock and will be supplied on





	MONTH	PAPER					
		Cream Wove Foolscap Folio 7 lbs. 13½" × 8½"		Cream Wove Foolscap Broad- side 14 lbs. 17" × 13½"		Cream Wove Quarto 8½" × 6½"	
		9		10		11	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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12							
Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (Vide N.B. on Page 1)							
Value		Rs.	a.	p.			



	MONTH	PAPER					
		Brown Thick 50 lbs. 20" x 30"		Letter D. O. Single Embossed 9" x 7"		Marble Foolscap 13½" x 17"	
		16		17		18	
		Reams.	Sheets.	Reams.	Sheets.	Reams.	Sheets.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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12							
Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (Vide N.B. on Page 1)							
Value.							
Rs. a. p.							

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		Books, Foolscap, Rule							
		Horizontal				Vertical			
MONTH.		1 Qr.	2 Qrs.	3 Qrs.	4 Qrs.	1 Qr.	2 Qrs.	3 Qrs.	4 Qrs.
		25	26	27	28	29	30	31	32
		No.	No.	No.	No.	No.	No.	No.	No.
<i>Receipt.</i>									
1. Balance ..									
2. Receipt ..									
3. Receipt ..									
Total ..									
<i>Issues.</i>									
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12									
Total ..									
Balance ..									
Quantity sanctioned in Model Indent.									
Quantity actually in stock ..									
Quantity required ..									
Quantity passed by Stationery Office.									
Reasons for curtailments (vide N.B. on Page 1.)									
Value	Rs. a. p.								









	MONTH.	Glue	Gum Arabic	Gum and Rubber Stamp Brushes	Ink		
					Con- centrated blue-black Superior	Indelible	Powder blue-black
		55	56	57	58	59	60
		Lbs.	Lbs.	No.	Bottles.	Bottles.	Packets.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (Vide N.B. on Page 1.)							
	Value Rs. a. p.						



Nibs,

	MONTH.						
		Fireman		Latem		Haldanker	
		68		69		70	
		Doz.	No.	Doz.	No.	Doz.	No.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (Vide N.B. on Page 1.)							
	Value Rs. a. p.						

## Steel, Pens

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	MONTH.	75		76		77	
		Rani		Irresistible No. 1405			
		Doz.	No.	Doz.	No.	Doz.	No.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (Vide N.B. on Page 1)							
Value Rs. a. p.							

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	MONTH	Paper clips, gem	Paper fasteners, brass	Pencils			
				Black Lead			Blue
				Soft	Middling	Hard	
		82	83	84	85	86	87
		Boxes.	Boxes.	No.	No.	No.	No.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (Vide N. B. on Page 1)							
	Value	Rs.	a.	P.			



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—	MONTH.	Pins, common, assorted					
		1"		1"		1½"	
		96		97		98	
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Lbs.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (Vide N. B. on Page 1)							
Value ..							
Rs. a. P.							



	MONTH.	Tags (cotton) in bundles of 100 Nos.		Tape		Thread for sewing
		4"	8"	White, 7 yards	Red, 7 yards	
		106	107	108	109	110
		Bundles.	Bundles.	No.	No.	Gundies.
<i>Receipt.</i>						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
<i>Issues.</i>						
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Total ..						
Balance ..						
Quantity sanctioned in Model Indent.						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
Reasons for curtailments .. (Vide N. B. on Page 1)						
Value Rs. a. p.						



		Typewriter						
		Typewriter						
MONTH		Mulmul pieces 18" x 18"	Erasers	Oil bottles	Paper, Carbon, Foolscap, Black		4 lbs.	
		118	119	120	121		122	
		No.	No.	No.	Reams.	Sheets.	Reams.	Sheets.
<i>Receipt.</i>								
1. Balance	..							
2. Receipt	..							
3. Receipt	..							
Total	..							
<i>Issues.</i>								
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Total	..							
Balance	..							
Quantity sanctioned in Model Indent.								
Quantity actually in stock								
Quantity required								
Quantity passed by Stationery Office.								
Reasons for curtailments (Vide N. B. on Page 1)								
Value Rs. & P.								



		Typewriter					
		Ribbons					
		Royal Portable	British Imperial Standard	British Imperial Portable (Regent)	Oliver 9, 10, 11	British Empire	British Barlock
MONTH		128	129	130	131	132	133
		No.	No.	No.	No.	No.	No.
<i>Receipt.</i>							
1. Balance	..						
2. Receipt	..						
3. Receipt	..						
Total	..						
<i>Issues.</i>							
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Total	..						
Balance	..						
Quantity sanctioned in Model Indent.							
Quantity actually in stock		..					
Quantity required		..					
Quantity passed by Stationery office							
Reasons for curtailments (Vide N. B. on Page 1)		..					
Value Rs. a. p.							



1 2 3 4 5 6 7 8 9 10 11 12

	MONTH.	Duplicator						
		Develo- pine bottles	Ink for		Oblite- rine bottles		Paper, Roneo, Impression, 6 lbs.	
			Rotary Duplica- tor	Flat Elliams Duplica- tor			-	-
		140	141	142	143		144	
		No.	No.	No.	No.	No.	Reams.	Sheets.
<i>Receipt.</i>								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Total ..								
<i>Issues.</i>								
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Total ..								
Balance ..								
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments (Vide N.B. on Page 1.)								
Value Rs. a. P.								

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Duplicator accessories— <i>contd.</i>								
	MONTH.	Stencil Paper, Type				Silk Sheets Foolscap	Tissue books	Varnish bottles
			For R. R. R. 4 or 7 cuts	For Flat Dupli- cator	For Red seal			
		153	154	155	156	157	158	159
			Quires.	Quires.	Quires.	No.	No.	No.
<i>Receipt.</i>								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
<i>Issues.</i>								
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Total ..								
Balance ..								
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments (Vide N. B. on Page 1.)								
Value Rs. a. p.								



	MONTH							Ink bottles Violet 1 oz. each
		167	168	169	170	171	172	
								No.
<i>Receipt.</i>								
1. Balance ..								
2. Receipt ..								
3. Receipt ..								
Total ..								
<i>Issues.</i>								
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12								
Total ..								
Balance ..								
Quantity sanctioned in Model Indent.								
Quantity actually in stock ..								
Quantity required ..								
Quantity passed by Stationery Office.								
Reasons for curtailments .. (Vide N. B. on Page 1)								
	Value Rs. a. p.							

\*(1) Re : item 171 Brushes required for spreading ink on Pad should be included under item No. 57.



	MONTH	Bags Canvas			Baskets		Bells, call
		Small 16" × 7½"	Large 16" × 12"	Water- proof 17" × 12"	Cane, paper 15" × 10" × 3"	Waste paper (Cane)	
		181	182	183	184	185	186
		No.	No.	No.	No.	No.	No.
<i>Receipt.</i>							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
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<i>Issues.</i>							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (Vide N. B. on Page 1)							
Value Rs. a. p.							





	MONTH	Hones for sharpening penknives	Ink glasses for red ink	Ink- stands Round Pewter	Ink- stands, China, brown, (with corks)	Ink wells, white, for, round Pewter Ink- stands
		195	196	197	198	199
		No.	No.	No.	No.	No.
<i>Receipt.</i>						
1. Balance ..						
2. Receipt ..						
3. Receipt ..						
Total ..						
<i>Issues.</i>						
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12						
Total ..						
Balance ..						
Quantity sanctioned in Model Indent.						
Quantity actually in stock ..						
Quantity required ..						
Quantity passed by Stationery Office.						
(Vide N. B. on Page 1)						
Value ..		Rs. a. p.				



	MONTH	Pads for taking Thumb impressions and Rubber Stamp 3½" × 2½"	Paper weights, glass	Pen-knives, Desk	Pen, racks	Pens stylus for Flat Duplicators	Pens, stylus for Rotary Duplicators
		208	209	210	211	212	213
		No.	No.	No.	No.	No.	No.
<i>Receipt.</i>							
1. Balance ..							
2. Receipts ..							
3. Receipts ..							
Total ..							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (Vide N. B. on Page 1)							
Value ..		Rs. a. p.					



	MONTH	Rulers			Weights for Scales		
		Round long, 24"	Round short, 18"	Flat, short, 18"	Scales, letter, without weights	Sets in Tolas	Sets in ozs.
		222	223	224	225	225A	225B
		No.	No.	No.	No.	No.	No.
<i>Receipt.</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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Total ..							
Balance- ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock ..							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments (Vide N. B. on Page 1)							
Value							
Rs. a. p.							



	MONTH						
		234	235	236	237	238	239
		No.	No.	No.			
<i>Receipt</i>							
1. Balance ..							
2. Receipt ..							
3. Receipt ..							
Total ..							
<i>Issues.</i>							
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Total ..							
Balance ..							
Quantity sanctioned in Model Indent.							
Quantity actually in stock							
Quantity required ..							
Quantity passed by Stationery Office.							
Reasons for curtailments .. (Vide N. B. on Page 1)							
Value Rs. a. p.							



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## FOR USE OF THE STATIONERY OFFICE

*Particulars of packages and packing.*

	No.	Packed by
Contract boxes No. 1—31" × 21" × 12"	..	
Do. No. 2—24" × 15" × 12"	..	
Do. No. 3—18" × 14" × 11"	..	
Do. No. 4—15" × 9½" × 8½"	..	
Boxes of other sizes	...	..
Entire Bales from Mills	..	
Bales made up in the Stores	..	..
Post parcels	..	..
<hr/>		
Total number of packages despatched	..	

Entered in D/L No.	By	Checked by
Passenger	}	Receipt posted on
Goods		
Steamer		
<hr/>		
Chargeable indents.		
Freight paid.		Postage paid.
Rs. a. p.		Rs. a. p.

## FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STATIONERY ARTICLES SUPPLIED TO THEM.

*Instructions to the Indenting Officer.*

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days duly signed, on arrival of the stores.
2. Remarks regarding deficit or damage must be made by a letter which should accompany this indent so as to bring them prominently to the notice of the Stationery Office.....
3. Complaints of a trivial nature should be noted under the following heads:—
  - (a) Articles received short against items Nos.
  - (b) Articles received in excess against items Nos.
  - (c) Articles received damaged against items Nos. (the nature of damage must be stated)....
  - (d) Complaints of any other nature ..

*Certificate of Receipt by the Receiving Officer.*

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in this advice note (Receipt).
2. All the packages as detailed above were correctly received and the content examined in my presence.
3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 15th March 1928, have been carefully attended to.

Station	}	Signature
No.		Designation
Date		

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For articles due supplementary indent prepared on.....

S. O. Registered No.

Debitable to (Budget Head)

**"SUPPLEMENTARY INDENT AND ADVICE NOTE (RECEIPT) FORM**

Indent on the Superintendent, Government Printing and Stationery, Bombay, for Stationery required for the office of the

The necessity of the articles asked for has been explained in my letter No. dated

No. of 194 -194 .

Instructions by the Indenting Officer for  
Packing and Despatch of the Supply

To be booked to

Dated 194 .

at Station

District

o/o

By Seaport to

CERTIFIED that I have personally examined and checked the balances in hand and that the quantities now asked for are essential for use until the next annual indent becomes due.

By Rail to

Signature

By Post to

Designation

ISSUE.

for Superintendent,  
Government Printing and Stationery,  
Bombay.

Item No. 1	Name of article 2	Quantity required 3	Remarks by Stationery Office 4

## FOR USE OF THE STATIONERY OFFICE

Entered in D/L No.

by

 Passenger  
 Goods  
 Steamer

 } Receipts posted on  
 "
*Chargeable indents**Freight paid**Postage paid*

Rs.	a.	p.	Rs.	a.	p.

*Particulars of packages and packing.*

No. Packed by

Contract boxes No. 1—  
31 × 21 × 12Contract boxes No. 2—  
24 × 15 × 12Contract boxes No. 3—  
18 × 14 × 11Contract boxes No. 4—  
15 × 9½ × 8½

Boxes of other sizes ..

Entire Bales from Mills ..

Bales made up in the

Stores

Post parcels

Total number of packages  
despatched.

## Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads :—

(a) Articles received short  
against items Nos.

(b) Articles received in  
excess against items  
Nos.

(c) Articles received dam-  
aged against items  
Nos. (the nature of  
damage must be  
stated).

(d) Complaints of any other  
nature.

## Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in column 3 of this indent and receipt form.

2. All the packages as detailed above were correctly received and the contents examined in my presence.

Station

Signature

Date

Designation

# **FORM OF ANNUAL INDENT AND ADVICE NOTE (RECEIPT) for Stationery required for the use in the office of the \_\_\_\_\_** **for the year 19 -19**

The last supply was asked for in this office Indent No. \_\_\_\_\_ dated \_\_\_\_\_

194 , and was received, *vide* ADVICE NOTE No. \_\_\_\_\_

## **Instructions by the Indenting Officer for packing and despatch of the supply**

### **1. To be booked to**

at Station \_\_\_\_\_

District \_\_\_\_\_

c/o \_\_\_\_\_

### **2. By Seaport to \_\_\_\_\_**

By Rail—Station to \_\_\_\_\_

By Post to \_\_\_\_\_

## **Numerical strength of the office establishment using the Stationery No.**

Head of the Department	..	..	..
Principal Assistants	..	..	..
Clerks, English Department	..	..	..
Clerks, Vernacular Department	..	..	..
Other staff using Stationery	..	..	..

**Total number of hands** ..

## **N.B.—For use by the Stationery Office, *vide* Column 5 within—**

- The demand is in excess of the prescribed sale.
- The demand is above the quantity sanctioned in the model indent.
- The demand appears to be high though within the quantity sanctioned in the model indent.
- Articles lasting for a number of years are supplied according to the fixed percentage.
- The article is not stocked at the Stationery office.
- The purpose for which the article is required has not been stated.
- A sample may be furnished to guide the supply.
- Your office is not entitled to use this article and hence it is not supplied.

No. \_\_\_\_\_ of 194 -194 . Dated \_\_\_\_\_ 194 .

**CERTIFIED** that I have personally examined and checked the balance in hand and that the quantities now asked for are essential for use until the next annual indent of this office becomes due.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Countersigned \_\_\_\_\_

ISSUE

for Superintendent,  
Government Printing and Stationery,  
Bombay.

Item No.	Names of articles	Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, vide N. B. on page 1	Item No.	Names of articles	Quantity now required	Quantity passed by the Stationery Office		Reasons for reduction or omission, vide N. B. on page 1
1	2	3		4		5	1	2	3	4		5
		Rms.	Shts.	Rms.	Shts.				Yards.	Yards.		
1	Paper, Badami, F <sup>o</sup> Cap Folio, 6 lbs.						45	Cloth, Dungry, superior, 36" wide ..				
3	Do. Quarto ..						47	Do. Gunny, 40" wide ..				
4	Paper, Blotting, Ordinary ..						48	Do. Mulmul 45"/48" (For Weights and Measures Department only).				
7	Paper, Carbon, Demy (for use with pencil).						53	Dusters, 30" x 30" ..	No.		No.	
12	Paper, Cream Laid, F <sup>o</sup> Cap Folio, 6 lbs.						56	Gum, Arabic ..	lbs.		lbs.	
14	Do. Quarto ..						57	Brushes (For Gum and Rubber Stamp ink).	No.		No.	
15	Paper, Kraft, D <sup>o</sup> ble Demy, 30 lbs. ..						60	Ink Powders, Blue Black, Packets ..				
16	Paper, Brown, thick, 50 lbs. ..						61	Do. Red, Fuchsine ..	Ozs.		Ozs.	
20	Paper, Ruled, Broad Side, Horizontal.						64	Laces for Files, 33" long ..	No.		No.	
21	Do. do. Vertical.						66	Needles, small, 2 1/4" ..				
25	Books, F <sup>o</sup> Cap, Ruled Horizontal, 1 quire.	No.		No.			67	Do. large, 3 1/2" (Dabhans) ..				
26	Do. do. 2 quires.						70	Nibs, Steel, Rani ..	Doz.	No.	Doz.	No.
29	Do. Vertical, 1 quire ..						77	Do. Velvet ..				
30	Do. do. 2 quires ..						78	Do. Waverly ..				
33	Books, Quarto size, 48 leaves, ruled ..						79	Do. No. 9 (correspondence)				
35	Books, Note, Pocket size, Paper, bound, ruled.						85	Pencils, Black lead, Middling ..	No.		No.	
40	Crayons, white, in Boxes of 1 Gross Sticks. (For Weights and Measures Department only).						87	Pencils, Coloured, Blue ..				
							88	Do. Copying ..				
							89	Do. Green. (For Auditors only).				

Item No.	Names of articles	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, vide N. B. on page 1	Item No.	Names of articles	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, vide N. B. on page 1
1	2	3	4	5	1	2	3	4	5
		No.	No.				No.	No.	
90	Pencils, Coloured, Red ..				125	Ribbons, Remington Standard. (For Auditors only).			
98	Penholders, ordinary ..	Lbs. ozs.	Lbs. ozs.		126	Ribbons, Remington Portable. (For Auditors only).			
97	Pins, Common, 1" size ..	No.	No.		135	Ribbons, Underwood Standard. (For Auditors only).			
101	Polish, Brass, in 1 oz. tins. (For Weights and Measures Department only).				135A	Ribbons, Underwood. Portable. (For Auditors only).			
106	Tags, 4" Bundles, (100 Nos. in a bundle).	No.	No.			Ribbons ..			
108	Tape, White, Bundles ..				138	Ink Tubes, Black, 1 oz. for Thumb Impression. (For Police Department only).			
110	Thread for sewing, Gundles ..				172	Ink-bottles, Violet, 1 oz. for Rubber Stamps.			
111	Twine Balls, Thin, Cotton, 1½ oz. each.				174	Pads, medium, 4½" x 2½" for Rubber Stamps.			
112	Twine, Thick, Cotton, in 1 lb. balls.	Lbs. ozs.	Lbs. ozs.		182	Bags, Canvas, large, 16" x 12"			
113	Twine, Jute, inferior ..				183	Bags, Waterproof, 17" x 12". (For Police Department only).			
115	Wax, Sealing, Red (16 sticks to a lb.)	No.	No.		184	Baskets, Cane, Paper, 15" x 10" x 3".			
118	Mulmul Pieces, 18" x 18" (For Auditors only).				188	Brushes, Hard, for Typewriters. (For Auditors only).			
119	Erasers for T/w (For Auditors only)				189	Brushes, Soft, for Typewriters. (For Auditors only).			
120	Oil Bottles ( do. ) ..	Rms. Shts.	Rms. Shts.		192	Cloth, oil, 50"/52". (For covering records).	Yards.	Yards.	
121	Paper, Carbon, F"Cap, Black. (For Auditors only).								
128	Paper, Typewriter, 8 lbs. (For Auditors only).								



		No.	No.						
193	Erasers, Ink and Pencil ..	..			210	Penknives, Desk ..	..		
194	Glasses for water ..	..			215	Pin Cushions, ordinary ..	..		
197	Inkstands, Round Pewter ..	..			217	Pokers (Bodkins) ..	..		
198	Do. China, brown ..	..			220	Rollers, Rubber, 3" for Thumb Impression. (For Police Depart- ment only).			
205	Locks, Pad, ordinary, Galvanized, 2"								
208	Do. do. 1 1/2"				223	Rulers, Round, short, 18"	..		
207	Oil Cans for Typewriter. (For Audi- tors only).				226	Scissors, 6 1/2"	..		
208	Pads, for Rubber Stamp and Thumb Impression 3 1/2" x 2 1/2"				228	Tiles, China, glazed, 6" x 6" (For Police Department only).			
209	Paper Weights, Glass ..	..							

N.B.—I. Columns 4 and 5 will be filled in when any alterations are made in the quantity asked for in column 3.

II. Articles encircled are at present out of stock and will be sent later, on receipt of fresh stock.

III. Articles at items Nos. 118 to 135A, 138, 139 and 207 cannot be supplied unless they are recommended by the Registrar, C. S., B. P., Poona, as per G.R.,  
R.D., No. 9647/28, dated 8th December 1932.

# FOR USE OF THE STATIONERY OFFICE

Entered in D/L No. \_\_\_\_\_ By \_\_\_\_\_ Checked by \_\_\_\_\_

Passenger  
Goods  
Steamer

Receipt posted on \_\_\_\_\_

*Chargeable indents*

*Freight paid*

Rs. a. p.

*Postage paid*

Rs. a. p.

*Particulars of packages and packing*

Contract boxes No. 1—31" × 21" × 12"  
Do. No. 2—24" × 15" × 12"  
Do. No. 3—18" × 14" × 11"  
Do. No. 4—15" × 9½" × 8½"

Boxes of other sizes  
Entire Bales from Mills  
Bales made up in the Stores  
Post parcels

No. Packed by

Total number of packages despatched

## Instructions to the Indenting Officer

1. This Advice Note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads:—

(a) Articles received short against item Nos. \_\_\_\_\_

(b) Articles received in excess against items Nos. \_\_\_\_\_

(c) Articles received damaged against item Nos. \_\_\_\_\_  
(The nature of damage must be stated).

(d) Complaints of any other nature \_\_\_\_\_

## Certificate of Receipt by the Receiving Officer

No. \_\_\_\_\_ of 194

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in columns 3 and 4 of this indent and receipt form.

2. All the packages as detailed above were correctly received and the contents examined in my presence.

Station \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

S. O. REGISTERED No. \_\_\_\_\_ Debitable to (Budget Head) \_\_\_\_\_,

**Form of Annual Indent and Advice Note (Receipt) for Drawing Materials  
required for use in the Office of the \_\_\_\_\_ for the  
year 194 -194 .**

The last supply was asked for in this office Indent No. \_\_\_\_\_ dated \_\_\_\_\_  
and was received vide Advice Note No. \_\_\_\_\_

Instructions by the Indenting Officer for packing and despatch of the supply.

To be booked to \_\_\_\_\_  
at Station \_\_\_\_\_ District \_\_\_\_\_  
c/o \_\_\_\_\_  
By Rail—Station to \_\_\_\_\_  
By Sea—Port to \_\_\_\_\_  
By Post to \_\_\_\_\_

No. \_\_\_\_\_ of 194

CERTIFIED that I have personally examined and checked the balances in column 5  
and that the quantities now asked for are essential.

Date \_\_\_\_\_ (Signature) \_\_\_\_\_

(Designation) \_\_\_\_\_

ISSUE

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Blocks and Books, Drawing</b>					
1	Blocks, Sketch, $12\frac{1}{2}" \times 9\frac{1}{2}"$	.. Nos.				
2	Do. $12" \times 9"$	.. Do.				
3	Blocks of sand paper, small, $1\frac{1}{4}" \times 4\frac{1}{2}"$	Do.				
4		..				
5	Books, Field clasp, ruled, $9" \times 6"$	.. Do.				
6	Do. do. $8\frac{1}{2}" \times 5\frac{1}{2}"$	.. Do.				
7	Do. do. $7\frac{1}{2}" \times 5\frac{1}{2}"$	.. Do.				
8	Books, Levelling, $5" \times 7"$	.. Do.				
9	Books, Note, pocket, with elastic bands, $6" \times 4"$	Do.				
10	Books, Sketch, $12\frac{1}{2}" \times 9\frac{1}{2}"$	.. Do.				
11	Do. $12" \times 9"$	.. Do.				
12	Do. $9" \times 6\frac{1}{2}"$	.. Do.				
13	Books, Surveying, $7" \times 4"$	..				
14		..				
15		..				
16		..				
	<b>Papers, Drawing</b>					
17	Antiquarian, $53" \times 31"$ , 240 lbs.	.. Sheets				
18	Do. continuous, in rolls	.. Rolls				
19	Atlas, $36" \times 24"$ , 100 lbs.	.. Sheets				
20	Carbonic, $17\frac{1}{2}" \times 22\frac{1}{2}"$	.. Do.				
21	Cartidge, white, $26" \times 21"$ , 40 lbs.	.. Reams				
22	Do. $30" \times 22"$ , 60 lbs.	.. Do.				
23	Cartridge, white, $30" \times 22"$ , 72 lbs.	.. Do.				
24	Cartridge, continuous, unmounted, $54" \times 6$ yards.	Rolls				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer.
1	2	3	4	5	6	7
	<b>Papers, Drawing—contd.</b>					
25	Cartridge, continuous, unmounted, 54" × 15 yards.	Rolls.				
26	Cartridge, continuous, unmounted, 54" × 25 yards.	Do.				
27	..	..				
28	..	..				
29	Cartridge, continuous, mounted, 72" × 6 yards.	Do.				
30	Cartridge, continuous, mounted, 54" × 6 yards.	Do.				
31	Cartridge, continuous, mounted, 54" × 15 yards.	Do.				
32	Cartridge, continuous, mounted, 54" × 25 yards.	Do.				
33	..	..				
34	..	..				
35	..	..				
36	Demy, 20" × 15½", 25 lbs.	.. Sheets				
37	Double Elephant, 40" × 26½", 133 lbs., medium surface.	Do.				
38	Double Elephant, 40" × 26½", 133 lbs., rough surface.	Do.				
39	Double Elephnant, 40" × 26½", 133 lbs., smooth surface.	Do.				
40	Emery (sand) Paper, 12" × 10", assorted.	Do.				
41	Emperor, 72" × 48"	.. Do.				
42	Foolscap, blue plain, 17" × 13½", 14 lbs.	Reams				
43	Foolscap double, blue, 27" × 17", 28 lbs.	Do.				
44	Foolscap, blue ruled, _ horizontal, 53 lines.	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer.
1	2	3	4	5	6	7
	<b>Papers, Drawing—contd.</b>					
45	Imperial, 30 $\frac{1}{2}$ " $\times$ 22 $\frac{1}{2}$ ", 72 lbs., medium surface.	Sheets				
46	Imperial, 30 $\frac{1}{2}$ " $\times$ 22 $\frac{1}{2}$ ", 72 lbs., rough surface.	Do.				
47	Imperial, 30 $\frac{1}{2}$ " $\times$ 22 $\frac{1}{2}$ ", 72 lbs., smooth surface.	Do.				
48	Lead, 17 $\frac{1}{2}$ " $\times$ 22 $\frac{1}{2}$ "	.. Do.				
49	Medium, 17 $\frac{1}{2}$ " $\times$ 22 $\frac{1}{2}$ ", 34 lbs.	.. Do.				
50	Oil (Protecting or Backing sheets), 14" $\times$ 9".	Do.				
51		..				
52	Ozalid, thick, Ferro Prussiate, blue print (M 40/110 grs.).	Rolls				
53	Ozarid, thick, Ferro Gallic (S. S. 40/110 grs.).	Do.				
54	Parchment, 30" $\times$ 22"	.. Sheets				
55	Royal, smooth, 24" $\times$ 19 $\frac{1}{2}$ ", 44 lbs.	.. Do.				
56	Sectional ruled, $\frac{1}{4}$ " Bank Post Double Elephant, 40" $\times$ 26 $\frac{1}{2}$ ".	Do.				
57	Do. $\frac{1}{8}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ "	.. Do.				
58	Do. $\frac{1}{16}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ "	.. Do.				
59	Do. $\frac{1}{16}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ "	.. Do.				
60	Do. $\frac{1}{16}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ "	.. Do.				
61	Do. $\frac{1}{16}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ "	.. Do.				
62	Do. $\frac{1}{8}$ " unmounted	.. Rolls				
63	Do. $\frac{1}{16}$ " do.	.. Do.				
64	Sectional ruled, mounted, $\frac{1}{8}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ ".	.. Sheets.				
65	Sectional ruled, mounted, $\frac{1}{16}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ ".	Do.				
66	Sectional ruled, mounted, $\frac{1}{16}$ ", 22 $\frac{1}{2}$ " $\times$ 17 $\frac{1}{2}$ ".	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Papers, Drawing—contd.</b>					
67	Sectional ruled, mounted, $\frac{1}{16}$ " $22\frac{1}{2}" \times 17\frac{1}{2}"$ .	Sheets				
68	Sectional ruled, mounted, $\frac{1}{32}"$ $22\frac{1}{2}" \times 17\frac{1}{2}"$ .	Do.				
69	Sectional ruled, mounted, $\frac{1}{8}"$	Rolls				
70	Do. do. $\frac{1}{16}"$	Do.				
71	Do. $\frac{1}{16}$ of a foot, unmounted (in rolls of 50 yds. each).	Do.				
72	Sensitized Ferro Prussiate, white lines on blue ground, $40" \times 10$ yds.	Do.				
73	..					
74	Do. mounted on cloth or linen.	Do.				
75	..					
76	Sensitized Ferro Gallic, black lines on white ground, $40" \times 70$ yds.	Do.				
77	Do. mounted on cloth or linen.	Do.				
78	..					
79	Single Elephant, $28" \times 23"$ , 72 lbs., smooth surface.	Do.				
80	Tissue, white, Double Crown	Do.				
81	Tracing, white, thick, continuous, $40" \times 20$ yds.	Do.				
81A	Do. do. thin, continuous, $40" \times 20$ yds.	Do.				
82	Do. green, thick, continuous, $40" \times 20$ yds.	Do.				
83	Do. yellow thick, continuous, $40" \times 20$ yds.	Do.				
84	Tracing, Section, $\frac{1}{8}"$	Sheets				
85	Do. do. $\frac{1}{16}"$	Do.				
86	Do. do. $\frac{1}{32}"$	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Papers, Drawing—concl'd.</b>					
87	Tracing, Sectional $\frac{1}{8}$ "	.. Sheets				
88	Do. do. $\frac{1}{8}$ "	.. Do.				
89	Do. Transparent, 30" × 20"	.. Do.				
90	Do. do. 30" × 20"	.. Rolls (Quires).				
91	Wrapping, Brown, 58 lbs., 22 $\frac{1}{2}$ " × 29"	Reams				
92		..				
93		..				
94		..				
95		..				
	<b>Cloth, Tracing</b>					
96	Continuous, 18" × 24 yards	.. Rolls				
97	Do. 24" × 24 yards	.. Do.				
98	Do. 30" × 24 yards	.. Do.				
99	Do. 36" × 24 yards	.. Do.				
100	Do. 38" × 24 yards	.. Do.				
101	Do. 42" × 24 yards	.. Do.				
102	Do. 48" × 24 yards	.. Do.				
103	Do. 54" × 24 yards	.. Do.				
104	Sectional, 24" × 10 yards, $\frac{1}{8}$ ", ruled	.. Do.				
105	Do. 24" × 10 yards, $\frac{1}{8}$ " ,,	.. Do.				
106	Do. 24" × 10 yards, $\frac{1}{8}$ " ,,	.. Do.				
107	Do. 24" × 10 yards, $\frac{1}{8}$ " ,,	.. Do.				
108	Do. 24" × 10 yards $\frac{1}{8}$ " ,,	.. Do.				
109		..				



Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes.					
		Nos.				
110	Antwerp Blue	{ C. .. P. .. H. P. .. T. ..				
111	Brick Red	{ C. .. P. .. H. P. .. T. ..				
112	Brown Madder	{ C. .. P. .. H. P. .. T. ..				
113	Brown Pink	{ C. .. P. .. H. P. .. T. ..				
114	Brown Turner	{ C. .. P. .. H. P. .. T. ..				
115	Burnt Sienna	{ C. .. P. .. H. P. .. T. ..				
116	Cadmium Middle	{ C. .. P. .. H. P. .. T. ..				
117	Carmine	{ C. .. P. .. H. P. .. T. ..				
118	Chinese White	{ C. .. P. .. H. P. .. T. ..				
119	Chrome Orange	{ C. .. P. .. H. P. .. T. ..				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Colours (Water) in Cakes, Pans and Tubes—contd.</b>					
		Nos.				
120	Cobalt Blue .. { C. P. H. P. T. ..	..				
121	Cobalt Green .. { C. P. H. P. T. ..	..				
122	Crimson Lake .. { C. P. H. P. T. ..	..				
123	Cylurian Blue .. { C. P. H. P. T. ..	..				
124	Deep Chrome .. { C. P. H. P. T. ..	..				
125	Emerald Green .. { C. P. H. P. T. ..	..				
126	Flake White .. { C. P. H. P. T. ..	..				
127	French Blue .. { C. P. H. P. T. ..	..				
128	Gamboge (yellow) .. { C. P. H. P. T. ..	..				
129	Hooker's Green No. 1 .. { C. P. H. P. T. ..	..				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Colours (Water) in Cakes, Pans and Tubes—contd.</b>					
		Nos.				
130	Hooker's Green No. 2	{ C. .. P. .. H. P. .. T. ..				
131	Indian Red	{ C. .. P. .. H. P. .. T. ..				
132	Indian Yellow	{ C. .. P. .. H. P. .. T. ..				
133	Indigo	{ C. .. P. .. H. P. .. T. ..				
134	Italian Pink	{ C. .. P. .. H. P. .. T. ..				
135	Ivory Black	{ C. .. P. .. H. P. .. T. ..				
136	King's Yellow	{ C. .. P. .. H. P. .. T. ..				
137	Lamp Black	{ C. .. P. .. H. P. .. T. ..				
138	Light Red	{ C. .. P. .. H. P. .. T. ..				
139	Naple's Yellow	{ C. .. P. .. H. P. .. T. ..				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5.	6	7
	<b>Colours (Water) in Cakes, Pans and Tubes—contd.</b>					
		Nos.				
140	New Blue .. { C. P. H. P. T. ....					
141	Neutral Tint .. { C. P. H. P. T. ....					
142	Olive Green .. { C. P. H. P. T. ....					
143	Orange .. { C. P. H. P. T. ....					
144	Orange pure .. { C. P. H. P. T. ....					
145	Orange Vermillion .. { C. P. H. P. T. ....					
146	Pale Chrome .. { C. P. H. P. T. ....					
147	Pale Lemon Yellow .. { C. P. H. P. T. ....					
148	Payne's Grey .. { C. P. H. P. T. ....					
149	Peach Black .. { C. P. H. P. T. ....					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
150	Permanent White	{ C. .. P. .. H. P. .. T. ..				
151	Plumbago (Newman's Cakes).	{ C. .. P. .. H. P. .. T. ..				
152	Prussian Blue	{ C. .. P. .. H. P. .. T. ..				
153	Prussian Green	{ C. .. P. .. H. P. .. T. ..				
154	Pure Scarlet	{ C. .. P. .. H. P. .. T. ..				
155	Purple	{ C. .. P. .. H. P. .. T. ..				
156	Purple Lake	{ C. .. P. .. H. P. .. T. ..				
157	Purple Madder	{ C. .. P. .. H. P. .. T. ..				
158	Queen's Green	{ C. .. P. .. H. P. .. T. ..				
159	Raw Sienna	{ C. .. P. .. H. P. .. T. ..				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.					
		Nos.				
160	Red Lead .. { C. .. P. .. H. P. .. T. ..					
161	Roman Ochre .. { C. .. P. .. H. P. .. T. ..					
162	Rose Madder .. { C. .. P. .. H. P. .. T. ..					
163	Royal Scarlet .. { C. .. P. .. H. P. .. T. ..					
164	Sap Green .. { C. .. P. .. H. P. .. T. ..					
165	Scarlet Lake .. { C. .. P. .. H. P. .. T. ..					
166	Sepia .. { C. .. P. .. H. P. .. T. ..					
167	Umber Burnt .. { C. .. P. .. H. P. .. T. ..					
168	Umber Raw .. { C. .. P. .. H. P. .. T. ..					
169	Ultramarine .. { C. .. P. .. H. P. .. T. ..					

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	Colours (Water) in Cakes, Pans and Tubes—contd.	Nos.				
170	Vandyke Brown	{ C. .. P. .. H. P. .. T. ..				
171	Venetian Red	{ C. .. P. .. H. P. .. T. ..				
172	Veredian	{ C. .. P. .. H. P. .. T. ..				
173	Vermillion (middle) Red.	{ C. .. P. .. H. P. .. T. ..				
174	Violet	{ C. .. P. .. H. P. .. T. ..				
175	Yellow Chrome	{ C. .. P. .. H. P. .. T. ..				
176	Yellow Lake	{ C. .. P. .. H. P. .. T. ..				
177	Yellow Lemon	{ C. .. P. .. H. P. .. T. ..				
178	Yellow Ochre	{ C. .. P. .. H. P. .. T. ..				
179		{ C. .. P. .. H. P. .. T. ..				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Colours (Water) in Cakes, Pans and Tubes—conold.</b>					
		Nos.				
180	<div> <div>C.</div> <div>P.</div> <div>H. P.</div> <div>T.</div> </div>	<div> <div>..</div> <div>..</div> <div>..</div> <div>..</div> </div>				
181	<div> <div>C.</div> <div>P.</div> <div>H. P.</div> <div>T.</div> </div>	<div> <div>..</div> <div>..</div> <div>..</div> <div>..</div> </div>				
182	<div> <div>C.</div> <div>P.</div> <div>H. P.</div> <div>T.</div> </div>	<div> <div>..</div> <div>..</div> <div>..</div> <div>..</div> </div>				
183	<div> <div>C.</div> <div>P.</div> <div>H. P.</div> <div>T.</div> </div>	<div> <div>..</div> <div>..</div> <div>..</div> <div>..</div> </div>				
	<b>Brushes, Drawing, for Water Colours.</b>					
184	Sable Hair, No. 0	Nos.				
185	Do. No. 1	Do.				
186	Do. No. 2	Do.				
187	Do. No. 3	Do.				
188	Do. No. 4	Do.				
189	Do. No. 5	Do.				
190	Do. No. 6	Do.				
191	Do. No. 7	Do.				
192	Do. No. 8	Do.				
193	Do. No. 9	Do.				
194	Do. No. 10	Do.				
195	Do. No. 11	Do.				
196	Do. No. 12	Do.				



Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Brushes, Drawing, for Water Colours—contd.</b>					
197	Sable Hair, flat, $4\frac{1}{2}$ "	Nos.				
198	Do. do. 3"	Do.				
199	Do. do. $\frac{1}{2}$ "	Do.				
200	Do. flat, with long handle	Do.				
201	Do. Goose Red, No. 2.	Do.				
202	Do. Crow	Do.				
203	Do. large, Goose	Do.				
204	Do. large, Swan	Do.				
205	Do. middle, Swan	Do.				
206	Do. small, Swan	Do.				
207	Do. Duck	Do.				
208	Camel Hair, round, No. 0	Do.				
209	Do. do. No. 1	Do.				
210	Do. do. No. 2	Do.				
211	Do. do. No. 3	Do.				
212	Do. do. No. 4	Do.				
213	Do. do. No. 5	Do.				
214	Do. do. No. 6	Do.				
215	Do. do. No. 7	Do.				
216	Do. do. No. 8	Do.				
217	Do. do. No. 9	Do.				
218	Do. do. No. 10	Do.				
219	Do. do. No. 11	Do.				
220	Do. do. No. 12	Do.				
221	Do. do. No. 20	Do.				
222	Do. flat, 1"	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Brushes, Drawing, for Water Colours—concl'd.</b>					
223	Camel Hair, round, $\frac{3}{4}$ "	.. Nos.				
224	Do. do. $\frac{1}{2}$ "	.. Do.				
225	Do. Crow	.. Do.				
226	Do. Duck, small	.. Do.				
227	Do. Goose, large	.. Do.				
228	Do. Swan, large	.. Do.				
229	Do. Softeners	.. Do.				
230	Hog's Hair, flat, 3", for varnishing	.. Do.				
231	Do. do. for oil colours	.. Do.				
232		..				
233		..				
234		..				
235		..				
236	Wash (sky) brushes	.. Do.				
237	Stencil plate brushes, large	.. Do.				
238	Do. do. medium	.. Do.				
239	Do. do. small	.. Do.				
	<b>Pencils, Drawing.</b>					
240	Pencils, Artists', with holders, B	.. Nos.				
241	Do. do. BB	.. Do.				
242	Do. do. H	.. Do.				
243	Do. do. HB	.. Do.				
244	Do. do. 27B	.. Do.				
245	Pencils, Drawing, black lead, B	.. Do.				
246	Do. do. BB	.. Do.				
247	Do. do. BBB	.. Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Pencils, Drawing—contd.</b>					
248	Pencils, Drawing, black lead, BBBB ..	Nos.				
249	Do. do. BBBBBB ..	Do.				
250	Do. do. F ..	Do.				
251	Do. do. FF ..	Do.				
252	Do. do. H ..	Do.				
253	Do. do. HH ..	Do.				
254	Do. do. HHH ..	Do.				
255	Do. do. HHHH ..	Do.				
256	Do. do. HHHHHH ..	Do.				
257	Do. do. HB ..	Do.				
258	Do. for Bow compasses, 6" ..	Do.				
259	Pencil-leads, Diana, small, 1", for Bow compasses ..	Do.				
260	Pencil-leads (Refills) for Artists' pencils, 6", B ..	Do.				
261	Pencil-leads (Refills) for Artists' pencils, 6", BB ..	Do.				
262	Pencil-leads (Refills) for Artists' pencils, 6", BBB ..	Do.				
263	Pencil-leads (Refills) for Artists' pencils, 6", H ..	Do.				
264	Pencil-leads (Refills) for Artists' pencils, 6", HH ..	Do.				
265	Pencil-leads (Refills) for Artists' pencils, 6", HHH ..	Do.				
266	Pencil-leads (Refills) for Artists' pencils, 6", HB ..	Do.				
267	..					
268	..					
269	Pencils, Drawing, coloured, Brown ..	Do.				
270	Do. do. Burnt Sienna ..	Do.				

Item No.	Name of Article			Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2			3	4	5	6	7
	Pencils, Drawing—concl'd.							
270A	Pencils, Drawing, coloured, Crimson Lake.			Nos.				
271	Do.	do.	Grey	Do.				
272	Do.	do.	Neutral Tint.	Do.				
273	Do.	do.	Pink	Do.				
274	Do.	do.	Sepia Brown.	Do.				
275	Do.	do.	Vermillion (Red)	Do.				
276	Do.	do.	White	Do.				
277	Do.	do.	Yellow	Do.				
278	Do.	do.	Red & Blue (combined).	Do.				
279	Do.	do.	in sets of 12 assorted colours	Sets.				
	Ink, Liquid (waterproof), Water Colours in bottles.							
280	Blue Print Corrector, Blue			Nos.				
281	Do.	Brown		Do.				
282	Do.	Green		Do.				
283	Do.	Red		Do.				
284	Do.	Violet		Do.				
285	Do.	White		Do.				
286	Do.	Yellow		Do.				
287	Ink, Liquid, Black			Do.				
288	Do.	Brick Red		Do.				
289	Do.	Brown		Do.				
290	Do.	Burnt Sienna		Do.				
291	Do.	Carmine		Do.				
292	Do.	Cobalt Blue		Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Ink, Liquid (waterproof), Water Colours in bottles—contd.</b>					
293	Ink, Liquid, Chinese White	Nos.				
294	Do. do. (solid)	Do.				
295	Do. Crimson Lake	Do.				
296	Do. French Blue	Do.				
297	Do. Green	Do.				
298	Do. Green Blue	Do.				
299	Do. Green Cobalt	Do.				
300	Do. Green Dark	Do.				
301	Do. Green Emerald	Do.				
302	Do. Green Hooker's No. 1	Do.				
303	Do. do. No. 2	Do.				
304	Do. Green Light	Do.				
305	Do. Green Yellow	Do.				
306	Do. Gamboge	Do.				
307	Do. Indigo	Do.				
308	Do. Indian Yellow	Do.				
309	Do. Lemon	Do.				
310	Do. Neutral Tint	Do.				
311	Do. Orange	Do.				
312	Do. Purple	Do.				
313	Do. Prussian Blue	Do.				
314	Do. Raw Sienna	Do.				
315	Do. Scarlet	Do.				
316	Do. Sepia	Do.				
317	Do. Ultramarine	Do.				
318	Do. Vandyke Brown	Do.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Ink, Liquid (waterproof), Water Colours in bottles—concl'd.</b>					
319	Ink, Liquid, Veredian	Nos.				
320	Do. Vermillion	Do.				
321	Do. Violet	Do.				
322	Do. Yellow	Do.				
323						
324						
325						
	<b>Miscellaneous Inks, Drawing.</b>					
326	Ink, Indian, hexagonal large sticks	Nos.				
327	Do. lion pattern, large	Do.				
328	Do. do. small	Do.				
329	Do. ordinary small	Do.				
330	Do. black, in cakes	Do.				
331	Ink in tins for stencil plates, Black	Do.				
332	Do. do. Blue	Do.				
333	Do. do. Red	Do.				
334						
	<b>Miscellaneous Drawing Articles.</b>					
335	Acid for developing Ferro Gallic Process.	Nos.				
336	Amonia, Liquid, in 1 lb. bottles	Do.				
337	Bands, India rubber, flat, large	Do.				
338	Do. small	Do.				
339	Boards, file, fitted with string, foolscap size	Do.				
340	Boards, wooden, fitted with spring, foolscap size	No.				

Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Miscellaneous Drawing Articles—contd.</b>					
341	Bristol Boards, 40" × 27"	.. Nos.				
342	Do. 36" × 24"	.. Do.				
343	Chalkholders	.. Do.				
344	Chamois Leather Pieces	.. Do.				
345	Clips, wooden, for hanging charts	.. Do.				
346	Clippers (Staples)	.. Do.				
347	Diamond Erasing Paste	.. Tins				
348	Erasers, soft rubber, large pieces, Brown, Venus (12 to 1 lb.)	.. Nos.				
349	Erasers, soft rubber, large pieces, Pink, Venus (12 to 1 lb.)	.. Do.				
350	Erasers, Tracing, Green	.. Do.				
351	Erasers, soft rubber, Venus, Vandyke Brown, large	.. Do.				
352	Erasers, soft rubber, small, Venus, for schools	.. Do.				
353	Erasers, knives, bone handle (Steel Scratchers)	.. Do.				
354	Erasers, Lance	.. Do.				
355	Fixative for charcoal	.. Bottles				
356	French Chalk, in tins of 1 lb.	.. Lbs.				
357	French Charcoal boxes	.. Nos.				
358	Glasses, Magnifying, 4"	.. Do.				
359	Do. 3½"	.. Do.				
360	Do. 2½"	.. Do.				
361	Do. 2"	.. Do.				
362	Ink Eradicators	.. Bottles				
362A	Knives, Professional, for Architects	.. Nos.				
363	Pads, Sectional ruled, ½"	.. Do.				

Item No.	Name of Article		Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2		3	4	5	6	7
	<b>Miscellaneous Drawing Articles—contd.</b>						
364	Pads, Sectional ruled, $\frac{1}{8}$ "	..	Nos.				
* 364A	Do. $\frac{1}{4}$ "	..	Do.				
365	Paste Stick Phast, bottles	..	Do.				
366	Pens, Drawing, steel, Lady's, No. 124 M.		Dozen				
367	Do. do. J. Gillot's, No. 303						
	Fine	..	Do.				
368	Do. do. do. No. 404						
	Fine	..	Do.				
369		..					
370		..					
371	Do. do. Red Ink, No. 868	..	Do.				
372	Do. do. School, No. 351	..	Do.				
373	Do. do. do. No. 352	..	Do.				
374	Do. do. do. No. 353	..	Do.				
375	Do. do. Mapping, No. 291	..	Cards				
376	Do. do. do. School,						
	No. 351	..	Do.				
377	Do. do. do. Victoria,						
	No. 303	..	Do.				
378		..					
379	Do. do. Tracing, No. 602	..	Do.				
380	Do. do. do. Crow-						
	quill, No. 603	..	Do.				
381	Do. do. do. No. 463						
	(Lithographic).	..	Do.				
382	Do. do. do. No. 659						
	(Lithographic).	..	Do.				
383	Penholders, for Crow-quills, No. 1003	..	Nos.				
384	Do. Mapping pens	..	Do.				
385		..					



Item No.	Name of Article	Unit	Quantity sanctioned in the model indent	Balance in hand	Quantity now required	Remarks by indenting officer
1	2	3	4	5	6	7
	<b>Miscellaneous Drawing Articles—contd.</b>					
386	Penholders, wooden handle, Cortex ..	Nos.				
387	Pencil Sharpeners, large, for fixing on tables ..	Do.				
388	Do. small ..	Do.				
388A	Penknives, Pocket, D'ble blade ..	Do.				
389	Photo Mountant, Higgins, large ..	Do.				
390	Pins, Brass, large, $\frac{3}{4}$ " diameter ..	Do.				
390A	Do. small, $\frac{1}{2}$ " diameter ..	Do.				
391	Pins, glass-headed, $1\frac{1}{2}$ " long ..	Do.				
392	Do. 3" long ..	Do.				
393	Do. (Moore) push pins. ..	Do.				
394	Pins, triangular, black ..	Do.				
395	Pin Lifters, steel ..	Do.				
396	.. ..	..				
397	School Patties, wooden, ordinary, 12" ..	Do.				
398	Sponges, small ..	Do.				
399	Do. large ..	Do.				
400	Do. extra large, Turkey ..	Do.				
401	Spray Diffusers ..	Do.				
402	Tape, linen, 5 feet, ordinary ..	Do.				
403	.. ..	..				
404	.. ..	..				
405	.. ..	..				

## FOR USE OF THE STATIONERY OFFICE

Entered in D/L by _____	Packed by _____
Advice Note sent on _____	<b>Packages</b>
<u>Railway</u> <u>Steamer</u> receipt posted on _____	Contract box No. 1 .. _____
Post parcel sent [on _____	Do. No. 2 .. _____
	Do. No. 3 .. _____
	Do. No. 4 .. _____
<b>Chargeable Indents</b>	Other boxes, size .. _____
<u>Railway</u> <u>Steamer</u> Post	Country (mills') Bales .. _____
	Office prepared bales .. _____
	Total No. .. _____

FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STORES  
SUPPLIED TO THEM

## Instructions to the Indenting Officer

1. This Advice Note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.

2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.

3. Complaints of a trivial nature should be noted under the following heads:—

- (a) Articles received short against items Nos. \_\_\_\_\_
- (b) Articles received in excess against items Nos. \_\_\_\_\_
- (c) Articles received damaged against items Nos. \_\_\_\_\_

(The nature of damage must be stated.)

- (d) Complaints of any other nature—

## Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Drawing Articles shown as supplied in column 6 of this indent and receipt form.

2. All the packages as detailed above are correctly received and the contents examined in my presence.

3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 5th March 1928, have been carefully attended to.

Station \_\_\_\_\_ } (Signature \_\_\_\_\_  
Date \_\_\_\_\_ } \_\_\_\_\_  
Designation \_\_\_\_\_

*This page is intended to be used by the Stationery Office for entering quantity of articles remaining due and encircled in the indent to be supplied subsequently.*

Item No.	Names of Articles.	Quantity.	Remarks.

# INDENT FORM FOR DRAWING MATERIALS FOR SCHOOLS

S. O. REGISTERED No. \_\_\_\_\_ DEBITABLE TO (Budget Head) \_\_\_\_\_

Form of Annual Indent and Advice Note (Receipt) for Drawing Materials  
 required for use of the Office of the \_\_\_\_\_  
 \_\_\_\_\_ for the year 194 \_\_\_\_\_ -194 \_\_\_\_\_ .

The last supply was asked for in this office Indent No. \_\_\_\_\_ dated \_\_\_\_\_  
 and was received *vide* Advice Note No. \_\_\_\_\_

Instructions by the Indenting Officer for packing and despatch of the supply.

To be booked to \_\_\_\_\_  
 at Station \_\_\_\_\_ District \_\_\_\_\_  
 e/o \_\_\_\_\_

By Rail—Station to \_\_\_\_\_

By sea—Port to \_\_\_\_\_

By Post to \_\_\_\_\_

No. \_\_\_\_\_ of 194

CERTIFIED that I have personally examined and checked the balances in column 5  
 and that the quantities now asked for are essential.

Dates \_\_\_\_\_

(Signature) \_\_\_\_\_

(Designation) \_\_\_\_\_

ISSUE

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
9	Books Note Pocket, with elastic band, 6" x 4" .. ..	No.				
11	Books, Sketch, 12" x 9" .. ..	"				
22	Paper Cartridge. white, 60 lbs., 22½" x 30" .. ..	Sheets.				
57	Paper Sectional ruled ½" .. ..	"				
58	Do. 1½" .. ..	"				
80	Paper Tissue, white, Double Crown .. ..	"				
81	Paper Tracing, white, 40" x 20 yards ..	Rolls.				
<i>Water Colours, in Pans and Tubes.</i>						
112	Brown Madder .. ..	{ P. .. No. T. .. "				
115	Burnt Sienna .. ..	{ P. .. " T. .. "				
117	Carmine .. ..	{ P. .. " T. .. "				
118	Chinese White .. ..	{ P .. " T .. "				
120	Cobalt Blue .. ..	{ P .. " T. .. "				
122	Crimson Lake .. ..	{ P .. " T. .. "				
125	Emerald Green .. ..	{ P. .. " T. .. "				
128	Gamboge .. ..	{ P. .. " T. .. "				
129	Hookers Green No. I .. ..	{ P. .. " T. .. "				

Item No.	Name of Article	Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	<i>Water Colours, in Pans and Tubes—contd.</i>					
130	Hookers Green No. II ..	{ P. .. No. T. .. "				
131	Indian Red ..	{ P. .. " T. .. "				
132	Indian Yellow ..	{ P. .. " T. .. "				
133	Indigo ..	{ P. .. " T. .. "				
135	Ivory Black ..	{ P. .. " T. .. "				
137	Lamp Black ..	{ P. .. " T. .. "				
138	Light Red ..	{ P. .. " T. .. "				
143	Orange ..	{ P. .. " T. .. "				
152	Prussion Blue ..	{ P. .. " T. .. "				
156	Purple Lake ..	{ P. .. " T. .. "				
157	Purple Madder..	{ P. .. " T. .. "				
159	Raw Sienna ..	{ P. .. " T. .. "				
162	Rose Madder ..	{ P. .. " T. .. "				

Item No.	Name of Article			Unit	Quantity sanctioned in Model Indent	Balance in hand	Quantity now required	Remarks
1	2			3	4	5	6	7
	<i>Water Colours, in Pans and Tubes—contd.</i>							
164	Sap Green	..	P. { T. {	.. No.				
166	Sepia	..	P. { T. {	.. "				
167	Umber Burnt	..	P. { T. {	.. "				
171	Venetian Red	..	P. { T. {	.. "				
173	Vermillion	..	P. { T. {	.. "				
175	Yellow Chrome	..	P. { T. {	.. "				
178	Yellow Ochre	..	P. { T. {	.. "				
	<i>Brushes, Drawing.</i>							
184	Sable hair, No. 0	..	..	No.				
185	Do. No. 1	..	..	"				
186	Do. No. 2	..	..	"				
187	Do. No. 3	..	..	"				
188	Do. No. 4	..	..	"				
189	Do. No. 5	..	..	"				
190	Do. No. 6	..	..	"				
191	Do. No. 7	..	..	"				
192	Do. No. 8	..	..	"				
193	Do. No. 9	..	..	"				
194	Do. No. 10	..	..	"				

Item No.	Name of Article	Unit	Quantity sanctioned in model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	<i>Brushes Drawing—contd.</i>					
208	Camel hair, No. 0 ..	No.				
209	Do. No. 1 ..	"				
210	Do. No. 2 ..	"				
211	Do. No. 3 ..	"				
212	Do. No. 4 ..	"				
213	Do. No. 5 ..	"				
214	Do. No. 6 ..	"				
215	Do. No. 7 ..	"				
216	Do. No. 8 ..	"				
217	Do. No. 9 ..	"				
218	Do. No. 10 ..	"				
220	Do. No. 12 ..	"				
238	Brushes for Stencil Plates, medium ..	"				
239	Do. do. small ..	"				
243	Pencils Artists, with holders, HB. ..	"				
245	Pencils Drawing, B ..	"				
246	Do. BB ..	"				
247	Do. BBB ..	"				
249	Do. BBBBBB ..	"				
252	Do. H ..	"				
253	Do. HH ..	"				
255	Do. HHHH ..	"				
256	Do. HHHHHH ..	"				
257	Do. HB ..	"				
287	Ink, W. P. liquid, black ..	Bottles...				
326	Ink Indian, Hexagonal sticks, large ..	"				
327	Do. Lion pattern, sticks, large ..	"				



Item No.	Name of Article.	Unit	Quantity sanctioned in model Indent	Balance in hand	Quantity now required	Remarks
1	2	3	4	5	6	7
	<i>Brushes Drawing—contd.</i>					
328	Ink Indian, Lion pattern, sticks, small.	No.				
345	Chalk holders .. ..	"				
348	Erasers, soft rubbers, large pieces 12 to a lb. .. ..	"				
350	Erasers, Tracing, Green .. ..	"				
352	Erasers, soft rubber, small pieces, school .. ..	"				
355	Fixative bottles .. Bottles.	"				
357	French Charcoal .. Boxes.	"				
389	Photo mountant .. Bottles.	"				
394	Pins, triangular, black .. ..	"				
398	Sponges, small pieces .. ..	"				
	<i>Miscellaneous Articles.</i>					
	Tinted paper, assorted colours ..	Sheets				
	Chalk sticks, white .. Boxes.	No.				Box of 1 gross sticks.
	Do. coloured .. Boxes.	"				Do.
	Crayons pastels, sticks .. ..	"				
	Office paste, 5 ozs. bottle .. ..	"				
	Pins, brass, large $\frac{3}{4}$ " .. ..	"				
	Do. small $\frac{1}{4}$ " .. ..	"				

## FOR USE OF THE STATIONERY OFFICE

Entered in D/L by _____	Packed by _____
Advice Note sent on _____	<b>Packages</b>
Railway _____ Steamer _____ receipt posted on _____	Contract box No. 1 .. _____
Post parcel sent on _____	Do. No. 2 .. _____
<b>Chargeable indents</b>	Do. No. 3 .. _____
Railway _____ Steamer _____ Post _____	Do. No. 4 .. _____
	Other boxes, size .. _____
	Country (mills') Bales .. _____
	Office prepared bales .. _____
	_____
	Total No. .. _____

## FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STORES SUPPLIED TO THEM

<b>Instructions to the Indenting Officer</b>	<b>Certificate of Receipt by the Receiving Officer</b>
1. This Advice Note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the store.	1. I hereby certify that I have received correctly and in good condition the Drawing Articles shown as supplied in column 6 of this indent and receipt form.
2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.	2. All the packages as detailed above are correctly received and the contents examined in my presence.
3. Complaints of a trivial nature should be noted under the following heads:—	3. Instructions issued in paragraph II of Stationery Office General Memo. No. 1, dated 5th March 1928, have been carefully attended to.
(a) Articles received short against items Nos. _____	Station _____ } Signature _____
(b) Articles received in excess against Nos. _____	Dates _____ } _____
(c) Articles received damaged against items Nos. _____	Designation _____
(The nature of damage must be stated.)	_____
(d) Complaints of any other nature _____	

Stationery Office Register No. \_\_\_\_\_ [Spl.—Story. No. 7  
Budget Head to which the cost of the indent is debitable

# **INDENT AND ADVICE NOTE (RECEIPT) for Cotton and Woollen cloth and other clothing materials required for clothing Havildars, Naiks, Peons, etc., in the office of the**

Last supply of clothing for Havildars, Naiks, Peons, etc., in this office was asked for in this office Indent No. \_\_\_\_\_ dated \_\_\_\_\_  
and the supply was received from the Stationery Office as per Advice Note No. C/ \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_

Instructions by the Indenting Officer for packing and despatch of the supply.		Details of the Inferior establishment		Inferior establishment entitled to woollen and cotton clothing		Inferior establishment entitled to cotton clothing only		Inferior establishment for which clothing is now indicated	
		No.	No.	No.	No.	No.	No.	No.	
1. To be booked to _____ at Station _____ District _____ c/o _____		Chopdars Havildars Naiks Peons (Permanent) Peons (Temporary)*	.. .. .. .. ..	Chopdars Havildars Naiks Peons (Permanent) Peons (Temporary)	.. .. .. .. ..	Peons (Temporary) Chowkidars Others	.. .. .. .. ..	Chopdars Havildars Naiks Peons (Permanent) Peons (Temporary) Chowkidars Hamals Others	.. .. .. .. .. .. .. ..
2. By rail Station to _____		Chowkidars Hamals Others	.. .. ..	Chowkidars Hamals Others	.. .. ..				
3. By post to _____									
4. By Seaport to _____									
		Total No. ...	Total No. ...	Total No. ...	Total No. ...	Total No. ...	Total No. ...	Total No. ...	Total No. ...

1. \*Certified that the temporary peons for whom cloth is indented  
for are likely to continue in service for a period of not less than two years.

2. Certified that this indent is prepared in accordance with the orders  
issued in G. R., F. D., No. 393, dated 9th September 1930.

No. \_\_\_\_\_ of 194 -194 .

Date \_\_\_\_\_

Officer's Signature \_\_\_\_\_

Designation \_\_\_\_\_

ISSUE.

for Superintendent,  
Government Printing and Stationery, Bombay.





Item No.	Name of Article	Quantity admissible	To be filled in by Indenting Officer				Quantity passed by the Stationery Office	Remarks by Stationery Office	Value			
			Quantity obtained from the Stationery Office during past four years						Quantity now required	Rs.	a.	p.
			Year	Year	Year	Year						
1	2	3	4				5	6	7	8		
							No.	No.	Kambarbands and pagrees are supplied only to the peons in the Bombay City Offices and to the peons in the Offices of the Heads of Departments in mofussil towns.			
			No.	No.	No.	No.						
12	Kambarbands (Turkey red).	1 No.										
13	Pagrees, red, for Peons, ordinary.	1 "										
14	Do. for Amaldars, superior.	1 "										
	<i>Chevrons of Red Tape, for cotton coats, once in every four years</i>											
15	Chevrons of 2 strips for Nalks.	1 "										
16	Chevrons of 2 strips for Havildars.	1 "										

**For the use of the Indenting Officer**  
*Instructions to Indenting Officers.*

1. This advice note (receipt) must be returned to the Stationery Office within 7 days duly signed on arrival of the stores.
2. Remarks regarding deficit or damage or otherwise must be made by a letter so as to bring them prominently to the notice of the Stationery Office.
3. Complaints of a trivial nature should be noted under :—
  - (a) Quantity received short against item No.
  - (b) Do. excess do.
  - (c) Quantity received damaged or spoiled against item No. (nature of damage should be stated).
  - (d) Complaint of any other nature.

**Certificate of receipt by the Indenting Officer.**

1. I hereby certify that I have received correctly and in good condition the supply as shown above in Columns 5 and 6 of this Indent Form.
2. All the packages detailed on the reverse were received intact and the supply was examined in my presence.

No. of 194 -194

Signature \_\_\_\_\_

Head quarters

Designation \_\_\_\_\_

Date \_\_\_\_\_

# FOR USE OF THE STATIONERY OFFICE

## Particulars of packing and despatch.

Entered on Bin card \_\_\_\_\_ Entered in the ledger \_\_\_\_\_

No. \_\_\_\_\_

Despatched  
By Passenger  
„ Goods  
„ Steamer  
„ Post Parcel

Receipt posted on \_\_\_\_\_

Box .. .. .  
Bale .. .. .  
Bundle .. .. .

Packed by \_\_\_\_\_

Date \_\_\_\_\_

*Freight paid.*

*Chargeable indents.*

*Postage paid.*

Rs.	a.	p.

Rs.	a.	p.

Total number of packages despatched ..

Space below is intended for supplies due on this indent (to be filled in by the Stationery Office).

Item No.	Name of Article	Quantity supplied	Remarks	Value	Acknowledgment by Officer for articles due
1	2	3	4	5	6
				Rs. a. p.	No. of 194 -194 .
					<b>CERTIFICATE OF RECEIPT.</b>
					Certified that I have received the quantity shown in Column 3 correctly and in good condition.
					Signature _____
					Designation _____
					Date _____

S.O. Registered No. \_\_\_\_\_

Debitable to Budget Head \_\_\_\_\_

**Indent and Advice Note (Receipt) for cloth required for covering tables**Last supply received on  
returned under this office No. \_\_\_\_\_, vide Stationery Office Receipt No. \_\_\_\_\_  
, dated \_\_\_\_\_

, dated the \_\_\_\_\_

Numerical strength of the Office Establishment	Total number of Tables in use	Number of Tables now requiring Cloth	Actual measurements of the tops of Tables, i.e. length and breadth	Description of Cloth	†Quantity required		Quantity passed by the Stationery Office		Value		
1	2	3	4	5	6	7	8				
Heads of Department				Green, superfine, 54" wide, for Officers' and Clerks' tables.	Yds.	In.	Yds.	In.	Rs.	a.	p.
Assistant ..											
Clerks, etc. ..											

Supply to be despatched to the \_\_\_\_\_

No. \_\_\_\_\_ of 194 \_\_\_\_\_

at \_\_\_\_\_

care of \_\_\_\_\_

by sea or by rail \_\_\_\_\_

Certified that the Tables for which Cloth is indented for, have  
no plain or polished surfaces and they were previously covered  
with Cloth.

Designation of Indenting Officer \_\_\_\_\_

Date \_\_\_\_\_

(Please note that the Table Cloth is to be renewed every seventh year.)  
†Quantity should be calculated according to the instructions given on the  
reverse of this form.  
‡To be signed after the Cloth is received.

No. \_\_\_\_\_ of 194 \_\_\_\_\_

**†CERTIFICATE OF RECEIPT.**Certified that I have received the  
quantity shown in Column 7 correctly  
and in good condition.

Designation \_\_\_\_\_

Date \_\_\_\_\_

[P.T.O.]



**INSTRUCTIONS FOR PREPARING INDENTS FOR TABLE CLOTH.**

1. Green, superfine, woollen cloth, 54" wide, is supplied for covering Tables of Officers and Principal Assistants and green coarse for those of Clerks, etc.
2. Except under special circumstances Cloth for covering Tables is not supplied earlier than seven years from the date of the previous supply.
3. The Cloth should, as far as possible, be fixed on to all Office Tables. If this is not practicable in any cases, the reasons why it requires to be kept loose and hanging over their sides should be stated.
4. The quantity of Cloth issued for Tables described in 3 above is two inches in excess, both ways, of the dimensions of the Tables. The excess is meant to afford facilities for the Cloth being nailed down.
5. For Tables to be taken on tour, a quantity equal to the dimensions of the Tables *plus* six inches, both ways, is allowed for flaps.
6. When any of the Tables for which Cloth is indented are to be taken on tour, a note to this effect should always be made on the Indent.

S. O. REGISTERED No. \_\_\_\_\_

DEBITABLE TO—(Budget Head) \_\_\_\_\_

**INDENT FOR CYCLE-ACCESSORIES.**

**Indent and Advice Note (Receipt) on the Superintendent, Government Printing and Stationery, Bombay, for Cycle-Accessories required for the office of the** \_\_\_\_\_

The necessity of the articles asked for has been explained in my letter No. \_\_\_\_\_ dated \_\_\_\_\_ to the Superintendent, Government Printing and Stationery.

**Instructions by the Indenting Officer for packing and despatch of the supply**

1. To be booked to \_\_\_\_\_  
at Station \_\_\_\_\_ District \_\_\_\_\_  
o/o \_\_\_\_\_
2. By seaport to \_\_\_\_\_  
By Rail—Station to \_\_\_\_\_  
By Post to \_\_\_\_\_

**Model of Bicycles in use**

No.

..	..	..	_____
..	..	..	_____
..	..	..	_____
..	..	..	_____
..	..	..	_____

Total number of cycles ..

No. 194 -194 .

Dated \_\_\_\_\_ 194 .

**CERTIFIED** that I have personally examined and checked the balances in hand and that the quantities now asked for are essential.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

**ISSUE**

for Superintendent,  
Government Printing and Stationery,  
Bombay.

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
	BELL & PARTS.			Rs. a. p.	
1	Bell .. ..				
2	Bell Hammer .. ..				
3	Bell Spring .. ..				
	BOTTOM PARTS.				
4	Bottom Bracket Axle ..				
5	Bottom Bracket Cups ..				
6	Bottom Bracket Cotter with Nut.				
	PARTS FOR BRAKES.				
7	Brake Complete, Front ..				
8	Brake Complete, Rear ..				
9	Brake Blocks (Rubber) ..				
10	Brake Clips (adjusted to the Chain Stay).				
11	Brake Clips (adjusted to the Front Fork).				
12	Brake Rod, Front ..				
13	Brake Rod, Rear ..				
14	Brake Shoe with Nut, Screw and Washer, Left.				
15	Brake Shoe with Nut, Screw and Washer, Right.				
16	Draw Bolts .... ..				
17	Front Lever .. ..				
18	Rear Lever .. ..				
19	Stirrup (Front) ..				
20	Stirrup (Rear) ..				
	CRANK.				
21	Chain Adjuster .. ..				
22	Chain (Driving) ..				

Item No.	Names of article.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
23	Cotter Pins with Nut and Washer (for Crank).				
24	Crank, Left .. ..				
25	Crank, Right .. ..				
26	Crank Wheel (Driving Wheel)				
27	Foot Step, (Pin) ..				
28	Pedal Complete ..				
29	Pedal Axle, Left ..				
30	Pedal Axle, Right ..				
31	Rubber for Pedal ..				
32	Screw and Nut for Chain ..				
33	Spindle Cone .. ..				
	PARTS FOR HANDLE.				
34	Handle Bars .. ..				
35	Handle Bar Grips ..				
36	Head Clips (Cup) ..				
37	Lamp Bracket .. ..				
38	Screw and Nut for Head Clip.				
39	Steering Lock .. ..				
	PUMP & PARTS.				
40	Pump .. ..				
41	Clips for Pump ..				
42	Pump Connections (Large) ..				
43	Pump Connections (Small) ..				
44	Pump Tubing (Rubber) ..				
45	Pump Washer .. ..				
	PARTS FOR WHEELS.				
46	Axle, Front (with Cone, Nut and Washer).				

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
47	Axle, Rear (with Cone, Nut and Washer).				
48	Axle Cones .. ..				
49	Axle nuts .. ..				
50	Free Wheels .. ..				
51	Hubs, Front .. ..				
52	Hubs, Rear .. ..				
53	Rims				
54	Rim Tapes .. ..				
55	Spokes with Nipples and Washers.				
56	Tyres (28" $\times$ 7 $\frac{3}{4}$ ") Beaded ..				
57	Tyres (28" $\times$ 1 $\frac{1}{2}$ ") Beaded ..				
58	Tyres (28" $\times$ 1 $\frac{1}{2}$ ") Wired ..				
59	Tyres (28" $\times$ 1 $\frac{1}{2}$ ") Wired ..				
60	Tubes (28" $\times$ 1 $\frac{1}{2}$ ") ..				
61	Tubes (28" $\times$ 1 $\frac{1}{2}$ ") ..				
62	Wheels, Front (26" $\times$ 1 $\frac{1}{2}$ ")				
63	Wheels, Front (28" $\times$ 1 $\frac{1}{2}$ ") ..				
64	Wheels, Rear (28" $\times$ 1 $\frac{1}{2}$ ") ..				
65	Wheels, Rear (28" $\times$ 1 $\frac{1}{2}$ ") ..				
	MISCELLANEOUS ARTICLES				
66	Balls, $\frac{1}{4}$ ", $\frac{3}{8}$ ", $\frac{5}{16}$ ", $\frac{5}{32}$ " ..				
67	French Chalk .. ..				
68	Lamps .. ..				
69	Lubricating Oil .. ..				
70	Luggage Carrier, Front ..				
71	Luggage Carrier, Rear - ..				
72	Mud Guards, Front ..				

Item No.	Names of articles.	Quantity now required for G.P.O. Model.	Quantity now required for other Models.	Value.	Remarks by the Stationery Office.
1	2	3	4	5	6
				Rs. a. p.	
73	Mudguards Rear ..				
74	Mudguard Stays, Front ..				
75	Mudguard Stays, Rear ..				
76	Oil Cans ..				
77	Reflectors, Red				
78	Repair Outfit Boxes ..				
79	Saddles ..				
80	Solution Tubes ..				
81	Spanners, Universal (Screw) ..				
82	Valve Tube ..				

# FOR USE OF THE STATIONERY OFFICE

MO-III Bk V 1-28

Entered on bin card \_\_\_\_\_ by \_\_\_\_\_

Checked the bin card \_\_\_\_\_ by \_\_\_\_\_

Passenger }  
Goods } Receipt posted on \_\_\_\_\_  
Steamer }

*Chargeable indents.*

*Freight paid*

Rs.	a.	p.

*Postage paid*

Rs.	a.	p.

## Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.
2. Remarks regarding deficit or damage must be made by a letter so as to bring them prominently to the notice of the Stationery Office.
3. Complaints of a trivial nature should be noted under the following heads:—

- (a) Articles received short against items Nos. \_\_\_\_\_
- (b) Articles received in excess against items Nos. \_\_\_\_\_
- (c) Articles received damaged against items Nos. \_\_\_\_\_  
(the nature of damage must be stated).
- (d) Complaints of any other nature \_\_\_\_\_

*Particulars of packages and packing*

No.

Packed by

..	..
..	..
..	..
..	..
Boxes ..	..
Bundles ..	..

Total number of packages despatched ..

## Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Cycle-Accessories shown as supplied in columns 3 and 4 of this indent and receipt form.
2. All the packages as detailed above were correctly received and the contents examined in my presence.

Station _____	} Signature _____ Designation _____
Date _____	

Here state the Stationery Office Registered  
No. fixed for your office. } No. \_\_\_\_\_

Here state the Budget Head to which the } Budget Head \_\_\_\_\_  
cost of the Indent is debitable

**FORM OF ANNUAL INDENT AND ADVICE NOTE (RECEIPT) for Stationery required for use of the office of the \_\_\_\_\_**  
**for the year 194 -194 .**

The last supply was asked for in this office Indent No. \_\_\_\_\_ dated \_\_\_\_\_ 19 , and was received, *vide* ADVICE NOTE No. \_\_\_\_\_

Instructions by the Indenting Officer for packing and despatch of the supply		Numerical strength of the office establishment using the stationery	
		No.	No.
1. To be booked to		Head of the Office	.. .. .
at Station	District	Principal Assistants	.. .. .
c/o		Clerks	.. .. .
		Bailiffs (Judicial Department)	.. .. .
		Muster and Outdoor Clerks (P. W. D.)	.. .. .
		Teachers (Educational Department)	.. .. .
2. By Seaport to		Gate-keepers and Circle Amaldars (Jail Department)	.. .. .
By Rail—Station to		Compounders, Nurses and Sub-Assistant Surgeons (Medical	.. .. .
By Post to		Department).	.. .. .
		Other staff using stationery	.. .. .
		Total number of hands	.. .. .

*N.B.*—For use by the Stationery Office, *vide* Column 7 within—

- The demand is in excess of the prescribed scale.
- The demand is above the quantity sanctioned in the model indent.
- The demand appears to be high though within the quantity sanctioned in the model indent.
- Articles lasting for a number of years are not supplied every year.
- New supply cannot be allowed unless the articles in use are certified by the Head of the Office to be unserviceable.
- The article is not stocked at the Stationery Office.
- The purpose for which the article is required has not been stated.
- A sample may be furnished to guide the supply.
- The date of last supply has not been stated.
- The total number of typewriters in use has not been stated.
- Indents for peons' clothing (woollen and cotton) and for table cloth must be prepared on the enclosed form.
- Kindly obtain the articles from the Executive Engineer, Presidency, Bombay, on payment.
- These are stocked by the Manager, Government Central Press, Bombay, and that officer has been asked to supply them to you direct.
- These are stocked by the Manager, Yeravda Prison Press, and that officer has been asked to send them to you direct.
- Your office is not entitled to use this article and hence it is not supplied.

No. \_\_\_\_\_ of 19 -19

Dated \_\_\_\_\_ 19

CERTIFIED that I have personally examined and checked the balances shown in Column 4 within and that the quantities now asked for are essential for use during the year.

2. Instructions issued in the Stationery Office General Memo, I, dated 15th March 1928, have also been carefully attended to while preparing this indent.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

ISSUE

for Superintendent,  
Government Printing and Stationery, Bombay.



Please fill in Annual requirements correctly and ECONOMISE wherever possible

### Avoid Supplementary Indents

MO-III Bk V 1-286

Item No.	Names of articles	Quantity sanctioned in the model indent		Balance in hand on date of indent		Quantity now required		Quantity passed by the Stationery Office	Reasons for reduction or omission vide N. B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value	
		Reams	Sheets	Reams	Sheets	Reams	Sheets					Rs.	a. p.
	PAPER												
1	Badami, Foolscap Folio, 6 lbs., 13½" x 8½"										Items 1, 3, 12 and 14 for typewriting letters and clerical use.		
2	Badami, Foolscap Broad side, 12 lbs., 18½" x 17"										Items 2, 10 and 13 for statement work.		
3	Badami, Quarto, 8½" x 6½"										Vide remark against Item No. 1.		
4	Blotting, Ordinary { 12 sheets per clerk and 12 to 24 sheets for each Gazetted Officer and Principal Asstt. }												
5	Do. Superior, Ford do. do.	No.		No.		No.		No.			For the use of High Court Judges and Government House only.		
6	Boards, Straws, 20" x 25" = 1½ lbs. each.										Please state for what purpose required.		

- Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
- Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and **ECONOMISE** wherever possible

**Avoid Supplementary Indents**

Item No.	Names of articles	Quantity sanctioned in the model indent		Balance in hand on date of indent		Quantity now required		Quantity passed by the Stationery Office		Reasons for reduction or omission, vide N. B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets				Rs.	a.	p.
1	2	3	4	5	6	7	8	9	10						
7	Carbon, Demy [for use with pencils], Black, 17 $\frac{1}{2}$ " x 22 $\frac{1}{2}$ ".														
8	Do. Foolscap Zenetic, 13 $\frac{1}{2}$ " x 17"											For use of the Judicial and Registration Officers.			
9	Cream Wove, Foolscap Folio, 13 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ " = 7 lbs.											For Officers' use for drafting purposes and important correspondence.			
10	Do. do. Broad side, 17" x 13 $\frac{1}{2}$ " = 14 lbs.											Vide remark against item No. 2.			
11	Do. Quarto, 8 $\frac{1}{2}$ " x 6 $\frac{1}{2}$ "											Vide remark against item No. 1.			
12	Cream Laid, Foolscap Folio, 13 $\frac{1}{2}$ " x 8 $\frac{1}{2}$ " = 6 lbs.											Vide remark against item No. 1.			
13	Do. do. Broad side, 17" x 13 $\frac{1}{2}$ " = 12 lbs.											Vide remark against item No. 2.			
14	Do. Quarto, 8 $\frac{1}{2}$ " x 6 $\frac{1}{2}$ "											Vide remark against item No. 1.			
15	Kraft, Double Demy, 22 $\frac{1}{2}$ " x 35" = 30 lbs.											For packing purposes.			
16	Brown, thick, 50 lbs., 20" x 30", for file covers.														

[illegible]

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and **ECONOMISE** wherever possible

**Avoid Supplementary Indents**

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office.	Reasons for reduction or omission, vide N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers.	Value		
									10		
1	2	3	4	5	6	7	8	9	Rs.	a.	P.
29	Books, Foolscap, ruled, Vertical, 1 quire	No.	No.	No.	No.			18 lines.			
30	Do. do. 2 quires										
31	Do. do. 3 "										
32	Do. do. 4 "										
33	Books, Quarto size, 48 leaves, ruled							For P. W. D., Officers only.			
34	Do. Note, Pocket size, Leather bound, ruled.										
35	Do. do. do. Paper bound, ruled.										
36	Do. do. Shorthand							For Stenographers' use.			
37	Bricks, Bath, 8 oz. piece	No.	No.	No.	No.			For peons' polishing badges, etc.			
38											

		Lbs.	Lbs.	Lbs.	Lbs.				
39	Chalk, White, lump .. ..								
		Boxes	Boxes	Boxes	Boxes				
40	Crayons, White, in Boxes of 1 Gross Sticks								For Schools.
41	Do. Coloured do. do. ..								Do.
		Sticks	Sticks	Sticks	Sticks				
42	Do. do. (Grey-hound Pastels) ..								Do. for drawing.
		Yds.	Yds.	Yds.	Yds.				
43	Cloth, Binding, 40" .. ..								For book-binding purposes only.
44	Do. Drill, for repairing Tents, 27" wide.								
45	Do. Dungry, Superior, 36" wide ..								For tying records and for covers for Gads and Takyas, etc.
46	Do. do. Inferior, 30" wide ..								For sewing parcels.
47	Do. Gunny, 40" wide .. ..								For packing bales and similar purposes.
48	Do. Mulmul, White, 45"/48" ..								For mounting Plans and Maps for Forest and P. W. D. offices.
		Rolls	Rolls	Rolls	Rolls				
		yds.	yds.	yds.	yds.				
49	Cloth, Tracing, in rolls of 24 yards of 36" wide.								

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.

2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Please fill in Annual requirements correctly and **ECONOMISE** wherever possible

**Avoid Supplementary Indents**

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office.	Reasons for reduction or omission, vide N.B. on page 17	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers.	Value		
									10		
1	2	3	4	5	6				Rs.	a.	p.
50	Covers for Files, Leather, Red, 14" x 9", small.	No.	No.	No.	No.						
51	Do. do. 18" x 14", medium										
52	Do. do. 26" x 20", large.										
53	Dusters, 30" x 30" .. ..	No.	No.	No.	No.			For dusting office furniture.			
54	Gloy bottles, Small, 5 oz. with brushes ..	No.	No.	No.	No.						
54A	Do. Large, 16 oz. without brushes.										
54B	Do. Large, 20 oz. do. ..										
55	Glue .. ..	Lbs.	Lbs.	Lbs.	Lbs.			For book-binding purposes.			
56	Gum, Arabic .. ..							1 lb. dry gum gives fourteen 5 oz. bottles of liquid gum			

		No.	No.	No.	No.				
57	Brushes (for Gum and Rubber Stamp ink).								
		Bottles	Bottles	Bottles	Bottles				
58	Ink, Concentrated Blue Black, Superior 4 oz. bottles.							For Heads of Offices, 3 bottles per annum.	
59	Ink, Indelible. [For writing cheques. In 24 oz. bottles.]							This Ink is only supplied to Officers who are authorized to issue cheques.	
		Packets	Packets	Packets	Packets				
60	Ink Powder, Blue Black [4 Nos. per head per annum].							1 packet gives 24 ozs. liquid ink.	
		Ozs.	Ozs.	Ozs.	Ozs.				
61	Do. Red, Fuchsine [ $\frac{1}{4}$ oz. per head per annum].								
		Bottles	Bottles	Bottles	Bottles				
62	Ink, Superior Blue Black, in 28 oz. glass bottles							3 bottles for each Judicial Officer's use, for writing judgments.	
63	Ink, Blue Black, in 4 oz. bottles, for Fountain Pens.							For Gazetted Officer's use.	

- Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
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Please fill in Annual requirements correctly and **ECONOMISE** wherever possible

**Avoid Supplementary Indents**

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, vide N.B. on page 17	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value
1	2	3	4	5	6		8	9	10
64	Laces for Files (file strings), 33" long ..	No.	No.	No.	No.				Rs. a. p.
65	Leather pieces (country), 20" x 24", Sheep							For book-binding purposes.	
66	Needles, Small, 2½" ..	No.	No.	No.	No.			4 Needles per clerk per annum, for stitching papers, etc.	
67	Needles, Large (Dabhans), 3½" ..							2 Dabhans for each office for sewing parcels.	
68	Nibs, Steel, Fireman ..	Doz.	No.	Doz.	No.	Doz.	o.		
69	Do. Latem ..								
70	Do. Haldankar (Maharashtra) 50 Nos. of either per head per annum.								
71	Do. Hindu or Nawab, ..							For Vernacular writing.	
72	Do. ..								
73	Do. J Gilt ..								



74	Do.	027 Broad point.	50 Nos. of either per head per annum.																
75																			
76	Do.	Rani																	
77	Do.	(Irresistible) No. 1406.																	
78	Do.	Waverly																	
79	Do.	No. 9 (correspondence).																	
80	Do.	No. 10 do.																	
81	Do.	No. 11 do.																	
82	Paper-clips, Gem [Boxes of 100 each]			Boxes	Boxes	Boxes	Boxes												
83	Paper fasteners, Brass [Boxes of 6 dozens each, Assorted size].																		
84	Pencils, Black lead, Soft			No.	No.	No.	No.												
85	Do.	Mid- dling.	Nos. per head per annum.																
86	Do.	Hard																	

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Please fill in Annual requirements correctly and **ECONOMISE** wherever possible

**Avoid Supplementary Indents**

Item No.	Names of articles	Quantity sanctioned in the model indent.	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, vide N.B. on page 17	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6		8	9	10		
	PENCILS, COLOURED	No.	No.	No.	No.				Rs.	a.	p.
87	Blue .. ..							For Officer's use only.			
88	Copying .. ..										
89	Green .. ..							For Audit Officers only.			
90	Red .. ..							For Officers' use only.			
91	Pencils, Shorthand .. ..	No.	No.	No.	No.			For Stenographer's use only.			
92	Do. Slate .. ..										
93	Penholders, Ordinary [2 Nos. per head per annum].	No.	No.	No.	No.						
94	Do. Superior [for Officers' use only] do.										

		No.		No.		No.		No.					
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.				
95	Pens, Reed, 7" long .. ..											For Vernacular offices.	
96	Pins, Common, in packets of 1 oz. each, $\frac{1}{2}$ " size.												
97	Do. do 1" "												
98	Do. do. 1 $\frac{1}{2}$ " "												
99	Pins, Drawing, Large, Brass Circular, $\frac{1}{4}$ " diameter ..											} For fixing up on Drawing Boards and similar purposes.	
100	Do. Small, do. $\frac{1}{8}$ " do.												
101	Polish, Brass, in one oz. tins ..	No.		No.		No.		No.				For book-binding purposes only.	
102	Reels, Thread (400 yds.) ..												
103	Sand Paper, Sheets, 12" x 10", Nos. 0, 1, 1 $\frac{1}{2}$ and 2.	Sheets		Sheets		Sheets		Sheets					
104	Seals, Perfect, Boxes [Box of 100 each] ..	Boxes		Boxes		Boxes		Boxes					
105	Silk Cord, Bundles [for Judicial Officers only]. .. ..	No.		No.		No.		No.					

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Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, <i>Vide</i> N.B. on page 1	Articles substituted by the Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
106	Tags, 4", Cotton } Do. 8", do. }	Bundles	Bundles	Bundles	Bundles			8" Tags are issued only for use in offices where Mr. Maxwell's system of office record is in force.	Rs.	a.	p.
107											
108	Tape, White, Bundles (in bundles of 7 yards).	No.	No.	No.	No.						
109											
110	Thread for sewing [100 yards each gundy].	Gundies	Gundies	Gundies	Gundies						
111	Twine, Balls (cotton) [1½ oz. each]	Balls	Balls	Balls	Balls						
112	Twine, Thick, Cotton, in 1 lb. balls										
113	Twine, Jute, Inferior (Bengal twine)	Lb.	Lb.	Lb.	Lb.						

114	Wax cloth, Pieces (4 yards each), 34" wide.	No.		No.		No.		No.				For covering records in the monsoon.			
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.						
115	Wax, Sealing, Red (10 sticks to a lb.) ..											For sealing letters and packets.			
116	Wax, Sealing, Black ..											For sealing treasury locks.			
		No.		No.		No.		No.							
117	Wax, Taper sticks, Red ..											For personal use of Heads of Offices while on tour.			
		No.		No.		No.		No.							
	TYPEWRITER ACCESSORIES	No.		No.		No.		No.							
	For* Typewriters.											*Please state the number of typewriters in use.			
118	Mulmul Pieces, 18" x 18" ..											Substitute for Chamols Leather.			
119	Erasers [1 per machine per year] ..														
120	Oil bottles do. ..														
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets						
121	Paper, Carbon, Foolscap, Black ..											One ream (=500 sheets) will give 10,000 carbon impressions.			
122	Paper, Typewriter, 4 lbs. ..														
123	Do. 3 lbs. ..														
124	Do. 2 lbs. ..														

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Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission vide, N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
		No.	No.	No.	No.				Rs.	a.	p.
	RIBBONS FOR TYPEWRITER MACHINES										
125	Remington, Nos. 10, 11, 12 and 16	..									
126	Do. Portable	..									
126A	Do. Noiseless	..									
127	Royal No. 10, Standard	..									
128	Royal Portable	..									
129	British Imperial, Standard	..									
130	Do. Portable (Regent)	..									
131	Oliver, Nos. 9, 10, 11 and 16	..									
132	British Empire	..									
133	British Barlock	..									
134	Corona, Nos. 3, 4	..									
135	Underwood, Nos. 3, 5 Standard,	..									
135A	Do. Portable	..									
136	Woodstock, Standard	..									
137	A. E. G. do.	..									
								6 to 8 ribbons are supplied for each machine per year.			
								The model number of the Typewriter in use may be stated to ensure a correct supply of ribbons.			

137A	Dijon Portable .. ..																			
137B	Ideal Standard .. ..																			
		No.		No.		No.		No.												
	THUMB IMPRESSION ARTICLES																			
138	Ink, Black, in 1 oz. collapsible tubes ..																			
139	Ink bottles, Black, 1 oz. ..																			
	DUPLICATOR ACCESSORIES																			
140	Developine bottles, 1 oz. ..																			
141	Ink for Rotary Duplicator in 8 oz. tins or tubes.																			
142	Ink for Flat Ellam's Duplicator and Flat Cycle-style, in 7 oz. tubes ..																			
143	Obliterine bottles, 1 oz. ..																			
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets											
144	Paper, Roneo, impression, 6 lbs., 13 $\frac{1}{2}$ " x 8 $\frac{1}{4}$ "																			
	WAX STENCIL PAPER*	Qrs.		Qrs.		Qrs.		Qrs.												
145																				
146																				
147																				

\*Please send a sample sheet to ensure a correct supply.

- Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
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Please fill in Annual requirements correctly and ECONOMISE wherever possible

Avoid Supplementary Indents

Item No.	Names of articles	Quantity sanctioned in the model indent	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, vide N.B. on page 1	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
1	2	3	4	5	6	7	8	9	10		
		Qrs.	Qrs.	Qrs.	Qrs.				Rs.	a.	p.
148	WAX STENCIL PAPER*—(contd.). Hand for Flat Duplicator and Flat Cyclo-style wax.							*Please send a sample sheet to ensure a correct supply.			
149	Do. Red Seal Flat Duplicator ..										
150		Qrs.	Qrs.	Qrs.	Qrs.						
151	Type for Roneo T. fitting, waxless ..										
152	Do. Roneo Simplex, Wax, 5 cuts, waxless.										
153											
154	Type for R. R. R., Wax, 4 and 7 cuts ..							Please send a sample sheet to guide the supply.			
155	Do. Flat Duplicator and Flat Cyclo-style, Wax.										
156	Do. Red Seal, Flat Duplicator ..										
157	Silk sheets, Foolscap ..	No.	No.	No.	No.						
158	Tissue books for drying copies ..										
159	Varnish bottles ..										



		No.	No.	No.	No.					
	COPYING MACHINE ACCESSORIES.									
160	Ink, Facsimile, Bottles (6 ozs.) ..	Rms. Shts.	Rms. Shts.	Rms. Shts.	Rms. Shts.					
161	Paper, Absorbent, Brown, 71 lbs. ..									
		Rms. Shts.	Rms. Shts.	Rms. Shts.	Rms. Shts.					
	FLAT CYCLOSTYLE ACCESSORIES.									
162	Paper, Printing, Foolscap Folio, 6 lbs., for taking copies on flat Cyclostyles.									
	D. GESTETNER ROTARY* DUPLICATOR ACCESSORIES.	No.	No.	No.	No.					
163	Correcting fluid bottles, 1 oz. ..									*These are supplied to those officers only who have D. Gestetner Rotary Duplicators in use.
164	Duroline bottles, 1 oz. ..									
165	Ink tubes, large, 1 lb. ..									
		Qrs.	Qrs.	Qrs.	Qrs.					
166	Paper, stencil, Multiholes Indestructible, for Gestetner Rotary Duplicator.									

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Please fill in Annual requirements correctly and **ECONOMISE** wherever possible.

**Avoid Supplementary Indents.**

Item No.	Names of articles	Quantity sanctioned in the model indent.	Balance in hand on date of indent	Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission <i>vide</i> , N.B. on page 7	Articles substituted by the Stationery Office	Remarks for guidance of Indenting Officers	Value		
									10		
1	2	3	4	5	6		8	9	Rs.	a.	p.
167											
168											
169											
170											
171											
		No.	No.	No.	No.						
	<b>RUBBER STAMP ACCESSORIES</b>										
172	Ink Bottles, Violet, 1 oz. each .. ..										
173	Pads, Large, 6" x 8 1/2" .. ..										
174	Do. Medium, 4 1/2" x 2 1/2" .. ..										
175											
176	Daters, Perpetual .. ..										
177											
178											

179

180

453

1. Columns 6 and 8 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 5.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renewed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use.

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omissions, vide N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
		3	4	5	6	7					12		
1	2	3	4	5	6	7	8	9	10	11			
181	Bags, Canvas, Small, 16" x 7½"	..					No.	No.		} For Postal purpose. For Police Officers.	Rs.	a.	p.
182	Do. Large, 16" x 12"	..											
183	Do. Waterproof, 17" x 12"	..					1						
184	Baskets, Cane, paper, 15" x 10" x 3"	..					No.	No.					
185	Baskets, Waste paper (Cane), Superior	..					1						
186	Bells, Call	..					No.	No.		} For officer's use only.			
187	Blotters, Hand, Wooden	..											
188	Brushes, Hard, for cleaning Types	..					No.	No.		} One for each Typewriter.			
189	Brushes, Soft (long handle), for cleaning Typewriters.												

190						No.	No.				
191	Clips, spring (Bull Dog)										
192	Cloth, Oil, 50"/152" wide (for covering records)					Yds.	Yds.				
193	Erasers, Ink and Pencil					No.	No.				
194	Glasses for water										
195	Hones for sharpening Penknives										
196						No.	No.				
197	Round Pewter Inkstands for Black Ink (with China ink-wells).										
198	Inkstands, China, brown (with corks)										
199	Ink-wells (white) for Round Pewter Ink- stands.										
200	Locks, Pad, Brass, for Treasury,					No.	No.				
201	Do. do. 3 $\frac{1}{2}$ "										
202	Do. do. 3"										
203	Do. do. 2 $\frac{1}{2}$ "										

1 No. per head sup-  
plied biennially.

1 No. per head.

For outdoor work.

For locking up Treas-  
ury rooms.

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renewed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, vide N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
		3	4	5	6	7					12		
1	2	3	4	5	6	7	8	9	10	11	Rs.	a.	p.
204	Locks, Pad, Ordinary, Galvanized 2½"						No.	No.		For locking up office doors and boxes.			
205	Do. do. 2"												
206	Do. do. 1½"												
							No.	No.					
207	Oil Cans for typewriter									1 No. per head. For heads of offices only.			
208	Pads for taking Thumb Impressions, and Rubber Stamp 3½" x 2½"												
209	Paper Weights, Glass												
210	Penknives, Desk												
211	Pen Racks												
							No.	No.					
212	Pens, Stylus, for Flat Duplicators												
213	Do. Rotary Duplicator												
214	Pens, Wheel, for Flat Duplicators and Flat Cyclostyle machines.												

[illegible]

1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.  
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

Articles of long duration, the supply of which will be renewed only when those already in use are certified by the Indenting Officer to be "unserviceable" for further use

Item No.	Names of articles	Quantity received during last five years					Quantity now required	Quantity passed by the Stationery Office	Reasons for reduction or omission, vide N.B. on page 1	Remarks for guidance of Indenting Officers	Value		
		3	4	5	6	7					12		
1	2	3	4	5	6	7	8	9	10	11			
227	Slates, School, Large, 11" x 9"						No.	No.			Rs.	a.	p.
228	Tiles, China, Glazed, 6" x 6", for Thumb Impressions.									Substitute for Tin Slabs.			
229	Zinc Plates, 14" x 9", for writing with pencil carbon.												
230	Kamblics for Peons									} Either a Kamblic or an umbrella is supplied to a Peon biennially.			
231	Umbrellas do.												
232													
233													
234													
235										Certified that the articles indented for against items from 181 to 229 are necessary as those already in use are unserviceable.			
										Signature _____			
										Designation _____			



1. Column 9 will be filled in by the Stationery Office when any alterations are made in the quantity asked for in Column 8.  
2. Articles encircled thus O are at present out of stock and will be sent later, on receipt of fresh stock.

# FOR USE OF THE STATIONERY OFFICE

Entered in D/L No.	By	Checked by	Particulars of packages and packing	
Passenger Goods Steamer	Receipt posted on		No.	Packed by
Chargable indents.			Contract boxes No. 1—31" × 21" × 12" .. Do. No. 2—24" × 15" × 12" .. Do. No. 3—18" × 14" × 11" .. Do. No. 4—15" × 9½" × 8½" .. Boxes of other sizes .. .. Entire Bales from Mills .. .. Bales made up in the Stores .. .. Post parcels .. ..	
Freight paid.			Total number of packages despatched ..	
Rs.	a.	p.	Rs.	a.

## FOR USE OF INDENTING OFFICERS AFTER RECEIPT OF STATIONERY ARTICLES SUPPLIED TO THEM

### Instructions to the Indenting Officer

1. This advice note (Receipt) must be returned to the Stationery Office within 7 days, duly signed, on arrival of the stores.
2. Remarks regarding deficit or damage must be made by a letter which should accompany this indent so as to bring them prominently to the notice of the Stationery Office.....
3. Complaints of a trivial nature should be noted under the following heads :—
  - (a) Articles received short against items Nos. \_\_\_\_\_
  - (b) Articles received in excess against items Nos. \_\_\_\_\_
  - (c) Articles received damaged against items Nos. \_\_\_\_\_  
(the nature of damage must be stated).....
  - (d) Complaints of any other nature \_\_\_\_\_

### Certificate of Receipt by the Receiving Officer

1. I hereby certify that I have received correctly and in good condition the Stationery shown as supplied in columns 5, 6 and 8 and in columns 8 and 9 (of Long duration articles) of this advice note (Receipt) form.
2. All the packages as detailed above were correctly received and the contents examined in my presence.
3. Instructions issued in paragraph II of Stationery Office General Memo. No. I, dated 15th March 1928, have been carefully attended to.

Station _____	} Signature _____
Date _____	
	} Designation _____



Stationery Office Registered  
No. fixed for your office. } No.

Budget Head to which the }  
cost of the Indent is debitable }

# Model Indent for Stationery Articles of the Office of

Numerical strength of the office establishment using the stationery

	No.
Head of the Office	.. .. .
Principal Assistants	.. .. .
Clerks	.. .. .
Bailiffs (Judicial Department)	.. .. .
Muster and Outdoor Clerks (P. W. D.)	.. .. .
Teachers (Educational Department)	.. .. .
Gate-keepers and Circle Amaldars (Jail Department)	.. .. .
Compounders, Nurses Sub-Assistant Surgeons (Medical Department)	.. .. .
Other staff using stationery	.. .. .

Total number of hands ..

No. of 194 -194 .

Dated 194 .

Forwarded with compliments to the Superintendent, Government  
Printing and Stationery, Bombay, after filling in column 9 against  
items 1 to 176, and column 5 against items 181 to 231 of the Model  
Indent.

Signature

Designation of }  
Controlling Officer. }

Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING						Average Issue		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks
				1933-34.		1934-35.		1935-36.								
				4	5	6	7	8	9							
1	2	3														
	PAPER.	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
1	Badami, Foolscap Folio, 6 lbs., 13½"×8½"															
2	Do. Broad side, 12 lbs., 13½"×17"															
3	Badami, Quarto, 8½"×6½"															
4	Blotting, Ordinary { 12 sheets per clerk and 12 to 24 sheets for each Gazetted Officer and Principal Asstt. }															
5	Do. Superior, Ford															
6	Boards, Straw, 20"×25"=1½ lbs. each	No.		No.		No.		No.		No.		No.		No.		
7	Carbon, Demy [for use with pencils], Black, 17½"×22½"	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
8	Do. Foolscap Zenetic, 13½"×17"															
9	Cream Wove, Foolscap Folio, 13½"×8½"=7 lbs.															
10	Do. do. Broad side, 17"×18½"=14 lbs.															
11	Do. Quarto, 8½"×6½"															

12	Cream Laid, Foolscap Folio, $13\frac{1}{2}" \times 8\frac{1}{2}"$ =6 lbs.															
13	Do. do. Broad side, $17" \times 13\frac{1}{2}"$ =12 lbs.															
14	Do. Quarto, $8\frac{1}{2}" \times 6\frac{1}{2}"$ ..															
15	Kraft, Double Demy, $22\frac{1}{2}" \times 35"$ =30 lbs.															
16	Brown, thick, 50 lbs., $20" \times 30"$ , for file covers.															
17	Letter D. O., Single, $9" \times 7"$ , Embossed ..	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
18	Marble, Foolscap, $13\frac{1}{2}" \times 17"$ ..															
19	Note D. O., Single, $7" \times 4\frac{1}{2}"$ , Embossed ..															
20	Ruled, Foolscap, Broad side, Horizontal, $13\frac{1}{2}" \times 17"$ =12 lbs., with 33 lines.	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
21	Do. do. Vertical, $13\frac{1}{2}" \times 17"$ =12 lbs., with 18 lines.	Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		
22	Tinted, in Assorted Colours, Size $22" \times 30"$ .															
ENVELOPES.		No.		No.		No.		No.		No.		No.		No.		
23	Foolscap D. O., Size $9\frac{1}{2}" \times 4\frac{1}{2}"$ [50 Nos. for each Officer].															
24	Note size, $4\frac{1}{2}" \times 8\frac{1}{2}"$ [100 Nos. for each Officer and 20 for each Principal Assistant].															

Item No.	Names of articles.	Quantities as per the present Model Indent.	ISSUES DURING			Average Issue.	Quantities proposed by the Indenting Officer.	Quantities sanctioned by the Controlling Officer.	Remarks
			1933-34.	1934-35.	1935-36.				
1	2	3	4	5	6	7	8	9	10
		No.	No.	No.	No.	No.	No.	No.	
	MISCELLANEOUS ARTICLES.								
25	Books, Foolscap, ruled Horizontal, 1 quire.								
26	Do. do. 2 quires.								
27	Do. do. 3 " "								
28	Do. do. 4 " "								
		No.	No.	No.	No.	No.	No.	No.	
29	Books, Foolscap, ruled Vertical, 1 quire..								
30	Do. do. 2 quires.								
31	Do. do. 3 " "								
32	Do. do. 4 " "								
33	Books, Quarto size, 48 leaves, ruled ..								
34	Do. Note, Pocket size, Leather bound, ruled.								
35	Do. do. do. Paper bound, ruled.								
36	Do. do. Shorthand ..								

		No.	No.	No.	No.	No.	No.	No.	
37	Bricks, Bath, 7 oz. piece ..	Packets	Packets	Packets	Packets	Packets	Packets	Packets	
38	Candles, Wax, Packets (6 in a packet), 12 oz.								
39	Chalk, White, lump	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	
40	Crayons, White, in Boxes of 1 Gross Sticks.	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	Boxes	
41	Do. Coloured do. do. ..	Sticks	Sticks	Sticks	Sticks	Sticks	Sticks	Sticks	
42	Do. do. (Grey-hound Pastels)								
43	Cloth, Binding, 40" wide ..	Yds.	Yds.	Yds.	Yds.	Yds.	Yds.	Yds.	
44	Do. Drill; for repairing Tents, 27" wide								
45	Do. Dungry, Superior, 36" wide ..								
46	Do. do. Inferior, 30" wide ..								
47	Do. Gunny, 40" wide ..								
48	Do. Mulmul, White, 45" x 48" wide ..								
49	Cloth, Tracing, in rolls of 24 yards of 36" wide	Rolls yds.	Rolls yds.	Rolls yds.	Rolls yds.	Rolls yds.	Rolls yds.	Rolls yds.	



Item No.	Names of articles.	Quantities as per the present Model Indent.	ISSUES DURING			Average Issue.	Quantities proposed by the Indenting Officer.	Quantities sanctioned by the Controlling Officer.	Remarks.
			1933-34.	1934-35.	1935-36.				
1	2	3	4	5	6	7	8	9	10
		No.	No.	No.	No.	No.	No.	No.	
50	Covers for Files, Leather, Red, 14" x 9", small.								
51	Do. do. 18" x 14", medium.								
52	Do. do. 26" x 20", large.								
		No.	No.	No.	No.	No.	No.	No.	
53	Dusters, 30" x 30" .. ..			No.	No.	No.	No.	No.	
		No.	No.	No.	No.	No.	No.	No.	
54	Gloy bottles, Small, 5 oz. with brushes ..								
54A	Do. Large, 16 oz. without brushes.								
54B	Do. Large, 20 oz. do. ..								
		Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	
55	Glue .. .								
56	Gum, Arable .. .								

57.	Brushes (for Gum and Rubber Stamp Ink).	No.	No.	No.	No.	No.	No.	No.	
58	Ink, Concentrated Blue Black, Superior, 4 oz. bottles.	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	
59	Ink, Indelible. [For writing cheques. In 24 oz. bottles.]	Packets	Packets	Packets	Packets	Packets	Packets	Packets	
60	Ink Powder, Blue Black (4 Nos. per head per annum).	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	Ozs.	
61	Do. Red, Fuchsine [ $\frac{1}{2}$ oz. per head per annum].	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	Bottles	
62	Ink, Superior Blue Black, in 28 oz. glass bottles.								
63	Ink, Blue Black, in 4 oz. bottles, for Fountain Pens.								
64	Laces for Files (file strings), 33" long	No.	No.	No.	No.	No.	No.	No.	
65	Leather pieces (country), 20" x 24", Sheep.								
66	Needles, Small, 2 $\frac{1}{4}$ "	No.	No.	No.	No.	No.	No.	No.	
67	Needles, Large (Dabhans), 3 $\frac{1}{4}$ "								

[illegible]

83	Paper fasteners, Brass [Boxes of 6 dozens each, Assorted size].								
84	Pencils, Black lead, Soft	No.	No.	No.	No.	No.	No.	No.	
85	Do. Middling	4 Nos. per head per annum.							
86	Do. Hard ..								
PENCILS, COLOURED.		No.	No.	No.	No.	No.	No.	No.	
87	Blue .. ..								
88	Copying .. ..								
89	Green .. ..								
90	Red .. ..								
91	Pencils, Shorthand .. ..	No.	No.	No.	No.	No.	No.	No.	
92	Do. Slate .. ..								
93	Penholders, Ordinary [2 Nos. per head per annum].	No.	No.	No.	No.	No.	No.	No.	
94	Do. Superior [for Officers' use only] do.								
95	Pens, Reed, 7" long .. ..	No.	No.	No.	No.	No.	No.	No.	

Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING						Average Issue		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
				1933-34.		1934-35.		1935-36.								
				4	5	6	7	8	9							
1	2	3														
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Ozs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	
96	Pins, Common, in packets of 1 oz. each, $\frac{1}{2}$ " size ..															
97	Do. do. 1" ,, ..															
98	Do. do. 1 $\frac{1}{2}$ " ,, ..															
99	Pins, Drawing, Large, Brass Circular, $\frac{1}{2}$ " diameter. ...	No.		No.		No.		No.		No.		No.		No.		
100	Do. Small, do. $\frac{1}{4}$ " do.															
101	Polish, Brass, in one oz. tins ..	No.		No.		No.		No.		No.		No.		No.		
102	Reels, Thread (400 yds.) ..	Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		Sheets		
103	Sand Paper, Sheets, 12" x 10", Nos. 0, 1, 1 $\frac{1}{2}$ and 2.	Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		Boxes		
104	Seals, Perfect, Boxes [Box of 100 each] ..															

105	Silk Cord, Bundles [for Judicial Officers only].	No.	No.	No.	No.	No.	No.	No.
106	Tags, 4", Cotton	Bundles	Bundles	Bundles	Bundles	Bundles	Bundles	Bundles
107	Do. 8", do.	in bundles of 100 Nos. each						
108	Tape, White, Bundles [in bundles of 7 yards].	No.	No.	No.	No.	No.	No.	No.
109	Tape, Red, Bundles [in bundles of 7 yards, $\frac{1}{4}$ " wide].							
110	Thread for sewing [100 yards each gundy]	Gundies	Gundies	Gundies	Gundies	Gundies	Gundies	Gundies
111	Twine, Balls (cotton) [1 $\frac{1}{2}$ oz. each]	Balls	Balls	Balls	Balls	Balls	Balls	Balls
112	Twine, Thick, Cotton, in 1 lb. balls	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.	Lbs.
113	Twine, Jute, Inferior (Bengal twine)	No.	No.	No.	No.	No.	No.	No.
114	Wax cloth, Pieces (4 yards each), 34" wide							

Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING						Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
				1933-34.		1934-35.		1935-36.								
1	2	3		4		5		6		7		8		9		10
		Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	Lbs.	Ozs.	
115	Wax, Sealing, Red (16 sticks to a lb.) ..															
116	Wax, Sealing, Black ..															
		No.		No.		No.		No.		No.		No.		No.		
117	Wax, Taper sticks, Red ..															
		No.		No.		No.		No.		No.		No.		No.		
	TYPEWRITER ACCESSORIES. For Typewriters.															
118	Multiplic Pieces, 18" x 18" ..															
119	Erasers [1 per machine per year] ..															
120	Oil bottles do. ..															
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
121	Paper, Carbon, Foolscap, Black ..															
122	Paper, Typewriter, 4 lbs.															
123	Do. 3 lbs.															
124	Do. 2 lbs.															

RIBBONS FOR TYPEWRITER MACHINES.		No.	No.	No.	No.	No.	No.	No.
125	Remington, Nos. 10, 11, 12 and 16 ..							
126	Do. Portable ..							
127	Royal No. 10, Standard ..							
128	Royal Portable ..							
129	British Imperial, Standard ..							
130	Do. Portable (Regent) ..							
131	Oliver, Nos. 9, 10, 11 and 16 ..							
134	Corona, Nos. 3, 4 ..							
135	Underwood, Nos. 3, 5, Standard ..							
135A	Do. Portable ..							
136	Woodstock, Standard ..							
137	A.E.G. do. ..							
137A	Bljou Portable ..							
THUMB IMPRESSION ARTICLES.		No.	No.	No.	No.	No.	No.	No.
138	Ink, Black, in 1 oz. collapsible tubes ..							
139	Ink bottles, Black, 1 oz. ..							
DUPLICATOR ACCESSORIES.		No.	No.	No.	No.	No.	No.	No.
140	Developine bottles, 1 oz. ..							
141	Ink for Rotary Duplicator in 8 oz. tins or tubes.							
142	Ink for Flat Ellam's Duplicator and Flat Cyclostyle, in 7 oz. tubes.							



Item No.	Names of articles.	Quantities as per the present Model Indent.		ISSUES DURING						Average Issue.		Quantities proposed by the Indenting Officer.		Quantities sanctioned by the Controlling Officer.		Remarks.
				1933-34.		1934-35.		1935-36.								
				1	2	3	4	5	6							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	Reams	Sheets	
144	Paper, Roneo, impression, 6 lbs., 13½" x 8".															
	WAX STENCIL PAPER.	Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		
145	Hand for Roneo, 10 X Filmos ..															
145A	Do. do. B 3 X ..															
146	Do. Simplex with 5 cuts for Roneo.															
147	Do. R. R. R. duplicator (4 cuts and 7 cuts).															
148	Hand for Flat Duplicator and Flat Cyclostyle.															
149	Do. Red Seal Flat Duplicator ..															
		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		Qrs.		
150	Type for Roneo 10 X Filmos wax															
151	Do. T. fitting, Paratype, Indestructible.															
152	Do. Simplex, Wax, 5 cuts															

152A	Do. do. Paratype, 5 cuts ..														
153	Do. T. fitting, Wax ..														
154	Do. R. R. R., Wax, 4 and 7 cuts ..														
154A	Do. do. Paratype, 4 and 7 cuts.														
155	Do. Flat Duplicator and Flat Cyclostyle, Wax.														
156	Do. Red Seal, Flat Duplicator, Wax.														
		No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	
157	Silk sheets, Foolscap ..														
158	Tissue books for drying copies ..														
159	Varnish bottles ..														
		No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	No.	
COPYING MACHINE ACCESSORIES.															
160	Ink, Facsimile, Bottles (6 ozs.) ..														
		Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.
161	Paper, Absorbent, Brown, 71 lbs. ..														
		Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.	Rms.	Shts.
FLAT CYCLOSTYLE ACCESSORIES.															
162	Paper, Printing Foolscap Folio, 6 lbs. for taking copies on flat Cyclostyles.														

Item No.	Names of articles.	Quantities as per the present Model Indent.	ISSUES DURING			Average Issue.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
			1933-34.	1934-35.	1935-36.				
1	2	3	4	5	6	7	8	9	10
	D. GESTETNER ROTARY DUPLICATOR ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.	
163	Correcting fluid bottles, 1 oz. ..								
165	Ink tubes, large, 1 lb. ..								
		Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	Qrs.	
166	Paper stencil, Multiholes Indestructible for Gestetner Rotary Duplicator.								
	RUBBER STAMP ACCESSORIES.	No.	No.	No.	No.	No.	No.	No.	
172	Ink Bottles, Violet, 1 oz. each ..								
173	Pads, Large, 6" x 3½" ..								
174	Do. Medium, 4½" x 2½" ..								
175	Do. Small, 3½" x 2" ..								
176	Daters, Perpetual ..								

Item No.	Names of articles.	Scale laid down for supply.			Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3			4	5	6
					No.	No.	
181	Bags, Canvas, Small, 16" x 7½"	50 per cent. of the total quantity to be supplied every year					
182	Do. Large, 18" x 12"	50 do. do.					
183	Do. Waterproof, 17" x 12"	50 do. do.					
184	Baskets, Cane, paper, 15" x 10" x 3"	5 do. do.					
185	Baskets, Waste paper (Cane), Superior	10 do. do.					
186	Bells, Call	50 do. do.					
187	Blotters, Hand, Wooden	10 do. do.					
188	Brushes, Hard, for cleaning Types	50 do. do.					
189	Brushes, Soft (long handle), for cleaning Typewriters.	50 do. do.					
190	Candlestands (with globes)	33½ do. do.*					
191	Clips, spring (Bull Dog)	20 do. do.					
192	Cloth, Oil, 50"/52" wide (for covering records.)	50 do. do.			Yds.	Yds.	

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2		4	5	6
193	Erasers, Ink and Pencil .. ..	50 per cent. of the total quantity to be supplied every year ..	No.	No.	
194	Glasses for water .. ..	10 do. do. ..			
195	Hones for sharpening Penknives ..	10 do. do. ..			
196	Ink-Glasses for Red Ink .. ..	10 do. do. ..			
197	Round Pewter Inkstands for Black Ink (with China ink-wells).	10 do. do. ..			
198	Inkstands, China, brown (with corks) ..	10 do. do. ..			
199	Ink-wells (white) for Round Pewter Inkstands.	10 do. do. ..			
200	Locks, Pad, Brass, for Treasury, 3 $\frac{1}{2}$ "	To be supplied on production of the old and unserviceable ones.			
201	Do. do. 3"				
202	Do. do. 2 $\frac{1}{2}$ "				
203	Do. do. 2"				
204	Locks, Pad, Ordinary, Galvanized, 2 $\frac{1}{2}$ "	33 $\frac{1}{3}$ per cent. of the total quantity to be supplied every year ..	No.	No.	
205	Do. do. 2"				
206	Do. do. 1 $\frac{1}{2}$ "				

207	Oil Cans for typewriter .. ..	50	do.	do.			
208	Pads for taking Thumb Impressions, 3½" x 2½"	60	do.	do.			
209	Paper Weights, Glass .. ..	20	do.	do.			
210	Penknives, Desk .. ..	50	do.	do.			
211	Pen Racks .. ..	10	do.	do.			
212	Pens, Stylus, for Flat Duplicators ..	20	do.	do.			
213	Do. Rotary Duplicator ..						
214	Pens, Wheel, for Flat Duplicators and Flat Cyclostyle machines.	50	do.	do.			
215	Pin Cushions, ordinary, for clerks ..	33½	do.	do.			
216	Do. superior, for officers ..						
217	Pokers (Bodkins).. ..	10	do.	do.			
218	Portfolios, F'cap .. ..	50	do.	do.			
219	Punches (for cancelling Court-fee stamps)	10	do.	do.			
220	Rollers, Rubber, 3" for Thumb Impressions.	To be supplied on production of the old and unserviceable ones.					
221	Do. 8", F'cap size, for use with Flat Duplicators.						
222	Rulers, Round, Long, 24" ..	Do.	do.				
223	Do. Short, 18" ..						
224	Rulers, Flat, Short, 18" ..						

Item No.	Names of articles.	Scale laid down for supply.	Quantity proposed by the Indenting Officer.	Quantity sanctioned by the Controlling Officer.	Remarks.
1	2	3	4	5	6
225	Scales, letter, Brass, without weights (Postal).	To be supplied on production of the old and unserviceable ones.			
225A	Weights for Scales (Sets in Tolas) ..				
225B	Do. (Sets in Ozs.) ..				
226	Scissors, 6½" .. ..	50 per cent. of the quantity to be supplied every year			
227	Slates, School, Large, 11" x 9" ..	20 per cent. of the total quantity to be supplied every year	No.	No.	
228	Tiles, China, Glazed, 6" x 6", for Thumb Impressions.	10 do. do.			
229	Zinc Plates, 14" x 9", for writing with pencil carbon.	5 do. do.			
230	Kambles for Peons .. ..	50 do. do.			
231	Umbrellas do. .. ..	50 do. do.			

Signature \_\_\_\_\_

Designation  
of  
Indenting Officer } \_\_\_\_\_

# **Indent Register No. \_\_\_\_\_**

[To be submitted to the YERAVDA PRISON PRESS through the Superintendent, Government Printing and Stationery, Bombay, in the month in which the officer concerned is authorized to indent on the Press as indicated on the inside of this cover.]

Debitable to } \_\_\_\_\_  
Budget Head } \_\_\_\_\_

No. \_\_\_\_\_ of 193 -4 . Dated \_\_\_\_\_ 19 .

## **Annual Indent for Standard and Destandardized Forms and Envelopes for the use of the \_\_\_\_\_ for the Year 193 .**

[Inner Sheets \_\_\_\_\_ Sets.]

†1. I certify that the number of copies of each Form or Envelope entered in this Indent will, to the best of my belief, be actually required for consumption in a year, and that, with due regard to the interests of the public service, a smaller number cannot, in any case, be made to suffice for the period mentioned.

†2. I also certify that the information given in Column 3 is from the Office Record and correct to the best of my belief. The Forms and Envelopes received on last Indent have been used for *bona-fide* Government purposes for which they were intended.

3. I state, for the information of the Press, that all the Forms or Envelopes already indented for on Annual or Supplementary Indents, but not complied with by the Press, are included in this Annual Indent which, therefore, cancels all my previous Indents for those Forms or Envelopes to the extent to which they have not been complied with. The numbers and dates of my Indents hereby cancelled are given below :—

†4. Certified that the stock of Forms and Envelopes in my office has been checked and that there is no surplus stock/the surplus stock has been reported to the controlling officer for orders as to its disposal.

[†Certificates 1, 2 and 4 may be scored out when the Indenting Officer is prepared to pay cash.]

Signature and Designation } \_\_\_\_\_  
(of the Indenting Officer) }

Address to which packages are to be sent :—

(Designation) \_\_\_\_\_

(Railway Station) \_\_\_\_\_  
(Seaport). \_\_\_\_\_

\_\_\_\_\_(Post Town with District) \_\_\_\_\_

No. \_\_\_\_\_ of 19 -4

Forwarded for compliance.

Bombay, \_\_\_\_\_ 19 . Superintendent,  
Govt. Printing and Stationery, Bombay.

[Entries below this line to be made by the Press Office.]

Number of Items _____	Spl.	Number of Boxes.	
		L	M.
Drawn by _____		by Post	S.
	Packets _____	/Ry. Parcel	
		by Hand	

Checked and } \_\_\_\_\_  
Compared by }

— Advice Note No. \_\_\_\_\_

Ledgered by \_\_\_\_\_

Despatched on \_\_\_\_\_



**Statement of Departments showing the Months in which their indents should reach the Press**

*April :—*

- (1) Secretariat.
- (2) Cantonment Authorities, Municipalities, Local Boards, etc.
- (3) Medical.

*October :—*

- (1) Revenue and Treasury Offices on the sea coast.
- (2) Jail.
- (3) Registration.
- (4) Police.

*June :—*

- (1) Public Health.
- (2) All Departments of the Central Government.
- (3) Industries, Information and Labour Office.
- (4) Revenue and Treasury (except offices on the sea coast).

*December :—*

- (1) Educational.
- (2) Public Works Department (except the commercial undertakings under the P. W. D.).

*August :—*

- (1) Excise and Opium.
- (2) Agricultural and Veterinary.
- (3) Stationery and Printing.
- (4) Other commercial undertakings.

*February :—*

- (1) Judicial.
- (2) Forest.
- (3) Magisterial.

**Notes for Guidance of Indenting Officers**

1. This Indent Form is to be used with as many inner sheets as are required for the annual indent. The inner sheet forms have been prepared in sets of three copies. They should be written with carbon papers for the duplicate and triplicate copies. The triplicate copy should be detached and kept as office copy of the indenting office. The remaining two copies should be put in this cover and sent to the Press through the Superintendent, Government Printing and Stationery, Bombay. The duplicate copy is intended to serve as Advice Note and it is therefore not necessary to fill in the separate form of Advice Note.

2. The sets of inner sheets should be serially numbered and the total number of sets of inner sheets should be shown on the cover. Each set of inner sheets should show the Indent Register No. and the name of the indenting officer at the top.

3. For the rules of indenting attention is invited to the G.R., J.D., No. 8, dated 4th January 1909, as modified by G.R., G.D., No. 927, dated 9th June 1922, and G.R., G.D., No. 1657, dated 16th May 1922.

4. The standard No. (Col. 1) in the case of each form should be quoted by reference to the Catalogue of Forms already supplied as a guide. If this is not possible, a printed sample of the form required should be attached to the indent for the guidance of the Press. As per G.R., G.D., No. 927, dated 9th June 1922, the Catalogues are to be kept up to date by the officers concerned with reference to the Government Orders or Instructions from the Heads of Departments issued from time to time.

5. Some forms are authorised in outer sheets and inner sheets and some are kept in bound books of different sizes and loose sheets as shown in the Catalogue. In such cases, full details such as outer sheets or inner sheets and loose sheets or bound books may be written clearly in the remarks column to avoid incorrect supply and consequent correspondence. In the case of bound books the number of leaves required in each book should also be stated when the sizes of books are more than one.

6. Destandardized forms are now to be indented for from the Yeravda Prison Press on annual indents, *vide* G.R., G.D., No. S. 62, dated 15th March 1935. If these forms are required, they may be included in the indent after the requirements of standard forms have been filled in. They should on no account be mixed with the standard forms. Copies of the List of Destandardized Forms have already been distributed in 1928-29.

7. Officers who are not entitled to a free supply of forms from the Press should clearly state whether they wish to pay the value of the forms in advance as per G.R., G.D., No. 8921, dated 23rd August 1932. In the absence of any instructions in this respect the supply will be sent by V. P.